

## PROPERTY & INFORMATION TECHNOLOGY COMMITTEE

**DATE: Monday, April 4th, 2022**

**TIME: 9:00 a.m.**

**LOCATION: Room 114, Wood County Courthouse**

1. Call meeting to order.
2. Public Comments
3. Approve minutes from previous meetings
- 4. Information Technology**
  - a. Vouchers
  - b. Monthly Comments
  - c. Cyber Security Draft Policy
  - d. Updated IGA with Brown County
  - e. Village of Port Edwards – IT Agreement
- 5. Maintenance Dept.**
  - a. Vouchers
  - b. Monthly Comments
6. Twelfth Street Property
7. Courthouse & River Block space needs
8. Future agenda items
9. Set date and time of next meeting (including Organizational meeting).
10. Adjourn.

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**Join by phone**

+1-408-418-9388 United States Toll

Meeting number (access code): 2481 871 6760

**Join by WebEx App or Web**

<https://woodcountywi.webex.com/woodcountywi/j.php?MTID=m316a5ee62e0adbe57ed8afc8c2eebf96>

Meeting number (access code): 2481 871 6760

Meeting password: 04042022

**PROPERTY AND INFORMATION TECHNOLOGY COMMITTEE  
MEETING MINUTES**

**DATE:** Monday, March 7, 2022  
**TIME:** 9:00 a.m.  
**PLACE:** Wood County Courthouse – Room 114

**PRESENT:** Al Breu, Dennis Polach, Bill Winch, Laura Valenstein , Brad Hamilton (via WebEx)

**OTHERS PRESENT** (for part or all of the meeting): Nicole Gessert, Josh Wolf, Phil Anderson, Brian Landowski. **Via WebEx:** Ed Newton, Kim McGrath, **See attached list.**

1. The meeting was called to order at 9:00 a.m. by Chair Breu.
2. Public Comments: None.

IT Director, Amy Kaup introduced the IT Network Team: Phil Anderson, Network Engineer; Brian Landowski, Network Analyst; Josh Wolf, Network Analyst.

3. Approve minutes from the previous meeting.

**Motion (Valenstein`/Hamilton) to approve the minutes from the previous meeting. Motion carried unanimously.**

4. (a) Supervisors Winch, and Polach asked for clarification on items within the Information Technology vouchers. Amy Kaup answered general questions pertaining to her department's vouchers.

**Motion (Polach/Hamilton) to approve the vouchers for the Information Technology Department. Motion carried unanimously.**

(b) Information Technology Director, Kaup shared she is working with the HR Department regarding a cyber-security policy. She will have more information for the next meeting.

5. (a) Supervisor Winch asked for clarification on items within the Maintenance vouchers. Van Tassel answered general questions pertaining to his department's vouchers.

**Motion (Valenstein/Hamilton) to approve the vouchers for the Maintenance Department. Motion carried unanimously.**

(b) Facilities Manager, Van Tassel shared information regarding projects that his department has been working on as indicated in his Monthly Letter of Comments. Discussion ensued.

6. Kaup shared information regarding the Village of Port Edwards MOU for IT services. The Village will be having a meeting this week to finalize.
7. Brian Spranger from First Weber Realty shared information and potential options relating to dividing space at the Twelfth Street property. Discussion ensued.
8. Van Tassel shared some potential future space needs for County departments. Van Tassel will bring back more information for further discussions.

9. Agenda items for the next meeting:
  - Twelfth Street Property
  - Courthouse and River Block space needs

10. The next Committee meeting will be Monday, April 4, 2022 at 9:00 a.m.

11. Chair Breu declared the meeting adjourned at 10:07 a.m.

Minutes recorded and prepared by Nicole Gessert. Minutes in draft form until approved at the next PIT meeting.



## Committee Report

County of Wood

Report of claims for: INFORMATION TECHNOLOGY

For the period of: MARCH 2022

For the range of vouchers: 27220079 - 27220142

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27220079	AMAZON CAPITAL SERVICES	P&Z WIRELESS KEYBOARD & MOUSE	02/25/2022	\$27.99	P
27220080	AMAZON CAPITAL SERVICES	M.2 ADAPTERS	02/27/2022	\$81.93	P
27220081	CARASOFT TECHNOLOGY CORP	IT, HR, FINANCE DOCUSIGN	02/22/2022	\$1,050.00	P
27220082	FRONTIER COMMUNICATIONS	PHONE CHARGES	02/19/2022	\$138.18	P
27220083	INSIGHT PUBLIC SECTOR INC	1ST PC ORDER 2022	02/10/2022	\$369.72	P
27220084	INTER-QUEST CORP	COURTS AMX CONTROLLER	02/28/2022	\$4,268.39	P
27220085	SOLARUS	PHONE CHGS ACCT 00063942-1	03/01/2022	\$2,129.21	P
27220086	SOLARUS	PHONE CHGS ACCT 00077856-5	03/01/2022	\$218.77	P
27220087	SOLARUS	PHONE CHGS ACCT 00061009-7	03/01/2022	\$69.99	P
27220088	STREAMLINE HEALTHCARE SOLUTIONS LLC	HS TCM REPLACE-CRISIS CUSTOMIZ	02/22/2022	\$3,750.00	P
27220089	STREAMLINE HEALTHCARE SOLUTIONS LLC	HS REPORT TIMED SERVICE	02/24/2022	\$1,761.25	P
27220090	TDS TELECOM	PHONE CHARGES	02/28/2022	\$70.75	P
27220091	TDS TELECOM	PHONE CHARGES	02/28/2022	\$58.26	P
27220092	TDS TELECOM	PHONE CHARGES	02/28/2022	\$43.94	P
27220093	TDS TELECOM	PHONE CHARGES	02/28/2022	\$58.06	P
27220094	TDS TELECOM	PHONE CHARGES	02/28/2022	\$21.10	P
27220095	US CELLULAR	CELL PHONE CHGS ACCT 277407322	02/16/2022	\$633.34	P
27220096	US CELLULAR	CELL PHONE CHGS ACCT 851710598	02/16/2022	\$234.02	P
27220097	VISTA IT GROUP	CISCO 8851 PHONES-FREIGHT CHGS	02/16/2022	\$33.01	P
27220098	AT&T MOBILITY	IT & COMMUNICATIONS CELL CHGS	02/23/2022	\$184.24	P
27220099	CENTURYLINK	PHONE/LONG DISTANCE CHARGES	03/01/2022	\$11.82	P
27220100	CHARTER COMMUNICATIONS	INTERNET PRO100 ACCT 0209726	02/24/2022	\$134.99	P
27220101	CHARTER COMMUNICATIONS	WR FIBER ACCT 0294876	02/28/2022	\$1,374.95	P
27220102	INSIGHT PUBLIC SECTOR INC	CISCO UCS BLADE REPLACEMENT	02/19/2022	\$2,755.12	P
27220103	INSIGHT PUBLIC SECTOR INC	1ST PC ORDER 2022	02/21/2022	\$1,888.95	P
27220104	INSIGHT PUBLIC SECTOR INC	IT EQUIPMENT/STOCK	02/21/2022	\$1,888.95	P
27220105	INSIGHT PUBLIC SECTOR INC	CISCO UCS BLADE REPLACEMENT	02/23/2022	\$3,574.40	P
27220106	INSIGHT PUBLIC SECTOR INC	DVD DRIVES	02/28/2022	\$175.45	P
27220107	INSIGHT PUBLIC SECTOR INC	CISCO UCS BLADE REPLACEMENT	03/01/2022	\$29,249.52	P
27220108	RHYME BUSINESS PRODUCTS	PRINTER/COPIER CHARGES	03/04/2022	\$6,159.47	P
27220109	STREAMLINE HEALTHCARE SOLUTIONS LLC	HS TCM REPLACEMENT - PAYMENT 9	03/02/2022	\$14,356.00	P
27220110	US CELLULAR	CELL PHONE CHGS ACCT 203538532	02/20/2022	\$2,192.93	P
27220111	US CELLULAR	CELL PHONE CHGS ACCT 203391922	02/20/2022	\$8.44	P
27220112	VERIZON	CELL CHGS ACCT 242258062-00001	03/01/2022	\$6,952.51	P

INFORMATION TECHNOLOGY - MARCH  
2022

27220079 - 27220142

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
27220113	GOLDFAX	NETWORK FAXING	03/08/2022	\$67.25	P
27220114	AMAZON CAPITAL SERVICES	HDMI ADAPTER, THUMB DRIVES, WIPE	03/01/2022	\$208.97	P
27220115	AMAZON CAPITAL SERVICES	LOCK CORE REPLACEMENT KIT	03/03/2022	\$18.74	P
27220116	AMAZON CAPITAL SERVICES	HS DOCUMENT SCANNER	03/08/2022	\$784.81	P
27220117	AMAZON CAPITAL SERVICES	HS HEADSET	03/11/2022	\$77.04	P
27220118	AMAZON CAPITAL SERVICES	OFFICE SUPPLIES	03/12/2022	\$107.35	P
27220119	BAYCOM INC	TOUGHBOOK - HWY	03/10/2022	\$2,376.00	P
27220120	INSIGHT PUBLIC SECTOR INC	IT EQUIPMENT/STOCK	03/02/2022	\$243.60	P
27220121	INSIGHT PUBLIC SECTOR INC	1ST PC ORDER 2022	03/03/2022	\$3,897.60	P
27220122	INTER-QUEST CORP	PROFESSIONAL SERVICES	03/14/2022	\$2,329.19	P
27220123	TIME WARNER CABLE	NETWORK SERVICES	03/02/2022	\$2,326.61	P
27220124	VISTA IT GROUP	HUMANE OFFICER TELEWORK DEVICE	03/07/2022	\$730.29	P
27220125	CDW GOVERNMENT INC	KOFAX POWER PDF ADVANCED	03/02/2022	\$658.60	P
27220126	CHARTER COMMUNICATIONS	MFLD FIBER ACCT 0364818	03/09/2022	\$497.20	P
27220127	PAGEFREEZER SOFTWARE INC	ANNUAL MAINTENANCE	03/18/2022	\$5,266.80	P
27220128	ZOHO CORPORATION	ADMANAGER PLUS SUBSCRIPTION	03/21/2022	\$6,327.00	P
27220129	ZOHO CORPORATION	ANNUAL SERVICE DESK RENEWAL	03/22/2022	\$6,223.50	P
27220130	AMAZON CAPITAL SERVICES	IT PHONE CASE, SCRN PROTECTOR	03/18/2022	\$24.98	
27220131	AMAZON CAPITAL SERVICES	HS HEADSETS FOR TESTING	03/24/2022	\$107.25	
27220132	EO JOHNSON COMPANY INC	PAPERCUT BILLING 1ST QTR 2022	03/23/2022	\$558.52	
27220133	FRONTIER COMMUNICATIONS	PHONE CHARGES	03/19/2022	\$138.24	
27220134	INSIGHT PUBLIC SECTOR INC	CISCO UCS BLADE REPLACEMENT	03/09/2022	\$1,029.16	
27220135	INSIGHT PUBLIC SECTOR INC	CH DC CORE SWITCH UPGRADE	03/11/2022	\$233.92	
27220136	STREAMLINE HEALTHCARE SOLUTIONS LLC	HS NO-BILL CLIENT CUSTOMIZATIO	03/22/2022	\$4,030.00	
27220137	TDS TELECOM	PHONE CHARGES	03/28/2022	\$70.75	
27220138	TDS TELECOM	PHONE CHARGES	03/28/2022	\$58.26	
27220139	TDS TELECOM	PHONE CHARGES	03/28/2022	\$43.94	
27220140	TDS TELECOM	PHONE CHARGES	03/28/2022	\$59.26	
27220141	TDS TELECOM	PHONE CHARGES	03/28/2022	\$21.95	
27220142	HEARTLAND BUSINESS SYSTEMS LLC	CISCO DUO MAINTENANCE	03/23/2022	\$42,456.00	
<b>Grand Total:</b>				<b>\$166,898.43</b>	

Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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### March 2022

1. Wood County internet and intranet website updates, especially those concerning COVID-19, are being posted continually as we work to keep employees and citizens informed.
2. Human Services went live with the first SmartCare modules on March 1 and SmartCare billing went live on March 28<sup>th</sup>. This software replaces their previous Electronic Health Record software, TCM. Upcoming milestones include State Reporting. IT Staff work to resolve various issues with go live and creating custom reports for SmartCare.
3. Installed a new Audio Video controller for the court room conference systems. This will improve the functionality and communication with three current video conferencing systems and prepare for the fourth court room expansion.
4. Staff have been researching different options for Text (SMS) messaging archiving to ensure compliance with Open Records laws.
5. Completed and released the in-house developed web application for the health department, WIC Breastfeeding. This upgraded system will help streamline the work and processes for the Health department.
6. Working with Parks & Forestry staff to procure equipment to be used at County Campgrounds to allow the public to register for sites onsite.
7. Attended numerous planning meetings to prepare for upcoming Clerk of Court moves, the addition of the 4<sup>th</sup> Courtroom, and the new Jail project.
8. Continued work with the Treasurer's office on historical tax roll scanning. Document imports have begun and retrieval was tested successfully with the Treasurer's office.
9. Support for Norwood Healthcare Center and Edgewater Haven Matrix software is ongoing. Over the past several months Norwood and Edgewater staff turnover, especially billing and accounting positions, has had an impact increasing IT support time.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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10. Continue to work with DocuSign, the County's new eSignature provider, implementing the solution for the various Departments.
  11. Continued working with Konect Parks to implement a new Park Reservations system. Training of staff and system setup began in late November. Transition activities will continue through the 2022 camping season.
  12. Continued work with the Parks and Forestry department to update the remote gate control and monitoring systems for Dexter and Wazeecha dams. Updates are needed to the management software and its server. New controller hardware at the Dexter dam gate control building, and new server software, will be added soon. New gate level hardware will be added at a later date.
  13. Continued setup and testing of Laserfiche document management in the Human Services department. Non-clinical documents for Human Services, Norwood, and Edgewater will be migrated into the Laserfiche system over the coming months. All related business units will begin using a paperless process as much as possible utilizing the Laserfiche software.
  14. Continued work on developing an updated internal employee web portal with a new, easier to update and navigate design.
  15. RtVision, Highway Department time and material tracking system, server and application data backup configurations and settings were updated and migrated. Discussions begin concerning the future of security and setup of the Wood County RtVision servers.
  16. Support for GCS property tax systems is ongoing. A web portal server issue and the one remaining collection software bug has been resolved. A second demo to further discuss the replacement property tax software is scheduled for IT and Treasurer. The current property tax software version end-of-life is set for Fall of 2023.
  17. Development for adding new well water permits into the Planning & Zoning Department system continues.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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18. Began work developing new features needed for the election results website. The features are related to reporting of total ballots cast and results for write-in candidates. The new features are expected to be ready for use in the election on April 5.
  19. The IT Security Team continues the Security Awareness Program. To remain in compliance with the KnowBe4 guarantee simulated Phishing tests need to be completed regularly, at minimum once a month. All employees were assigned a 2022 Security Awareness Training.
  20. Continue to apply numerous security patches to servers. These updates include fixes for functionality and security patches that keep servers as secure as possible.
  21. Discovery phase is scheduled for a system to provide an online property tax lottery credit search for property owners. The search utility will help reduce tax payer expense and increase county revenues.
  22. The TimeStar, electronic time card and time tracking software system configuration changes is ongoing. Staff works to adjust settings as change requests occur. PBJ reports are submitted to CMS (Centers for Medicare & Medicaid) using TimeStar data for both the Edgewater and Norwood Facilities.
  23. Support and upgrades for multiple departmental use of Quicken software is ongoing.
  24. Legacy data migration from TCM to SmartCare continues.
  25. Providing continual support of Webex Meetings and Webex Room Kit. The County has been using Cisco Webex Meetings, Teams, and Room kits for video conferencing and Cisco Jabber for phone access.
  26. For the month of February, 457 helpdesk requests were created, with staff completing 447 tickets and leaving 136 open requests. These numbers represent service requests from departments throughout the County. There are currently 313 project requests from departments.
  27. Continued implementation of a password management solution that provides a secure method to store passwords. This solution also has a feature to allow monitoring and escorting vendors.



# Wood County WISCONSIN

## INFORMATION TECHNOLOGY

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28. Discovery and assessment on the health and capabilities of existing IP phone and video conferencing systems continue. Assessment results will assist in improving phone and video conferencing systems by adding capabilities and integrating with WebEx meetings.
  29. Staff continued to implement the IT infrastructure security improvement plan. The Outlook Phishing button was updated and a new user management solution, ManagerPlus, was purchased and will be implemented over the next few months. ManagerPlus will allow IT to create templates and workflows to assist with managing turnover and user accounts.
  30. Continued an internal audit of the countywide printer management program.
  31. Began research on JotForms to review capabilities for online forms.
  32. PC replacement hardware orders continue to arrive and staff has been setting up and replacing devices as time allows.
  33. IT staff assisted the Maintenance department to ensure there are no issues during generator tests needed for the elevator upgrades and to ensure things are working properly with the new generator.
  34. Filled the PC Technician vacancy. Jaren Mancl, former intern, accepted the position. His first day as PC Technician was March 21<sup>st</sup>.
  35. Began recruitment to fill a vacant Programmer Analyst position.
  36. Continued discussion with Village of Port Edwards regarding MOU and providing IT services.
  37. IT staff continued collaboration with Human Resource Department to modify and draft the new County cybersecurity policy.
  38. Upgraded to the latest version of ProQA, Dispatch's medical question software for 911 calls.
  39. Began to prepare for new County Board members as a result of the upcoming election.



## CYBERSECURITY / INFORMATION SECURITY POLICY **DRAFT**

### **POLICY STATEMENT**

The Wood County Cybersecurity/Information Security Policy (Policy) outlines fundamental practices and procedures that are required to provide the highest level of protection of the Wood County network, infrastructure, and information. For the purposes of this policy, “highly confidential information” is defined as any protected, sensitive, or confidential document or information that is not generally accessible or intended to be disclosed to third persons. This may include but it not limited to: Protected Health Information (PHI), sensitive employee benefit, personal, or payroll/financial data or information, health records, Social Security Numbers, credit card numbers or bank account numbers, employee performance or discipline records, or any privileged information or documents.

### **SCOPE**

This Policy applies across the entire Wood County enterprise. This Policy provides security guidelines that all employees must follow in addition to any unit-specific security policies and the requirements listed in the Wood County Employee Policy Handbook (Handbook).

### **REGULATORY COMPLIANCE**

Various information security laws, regulations, and industry standards apply to Wood County and the data we handle. These laws often apply to information regarding Wood County's employees, customers, clients, patients, business partners, and others. Wood County is committed to complying with applicable laws, regulations, and standards.

### **RESPONSIBILITIES**

Wood County recognizes the need for a strong information security program, which includes security organization, authority, and obligations.

1. **Policy Review.** This policy will be reviewed regularly and revised as needed by the Wood County IT Department in cooperation with Department Heads and the Wood County Board of Supervisors.
2. **Workforce Obligation to Comply.** Employees and contractors are obligated to comply with all applicable aspects of this Policy. This Policy is not intended to restrict communications or actions protected or required by applicable law. Wood County may treat any attempt to bypass or circumvent security controls as a violation of this Policy.
3. **Acknowledgment.** All employees and contractors must acknowledge that they have read, understood, and agree to comply with this Policy in writing by completing the acknowledgement included in the Appendix of this policy. Acknowledgment must be completed on a timely basis following a new hire or contract. Material changes to this Policy may require additional acknowledgment. The Wood County Human Resources Department will retain acknowledgment records as part of the employee’s personnel file.
4. **Training.** The Wood County IT Department provides security training. Employees must complete initial and regularly scheduled information security training within the specified time periods. Supervisors must ensure that their employees complete all required training. Failure to participate in and complete timely required training is a violation of this Policy and the user account will be disabled until training is completed. The Wood County IT Department tracks and retains training records and copies of security training materials delivered.
  - a. Initial Training will be provided at hire for all employees assigned a User Account
  - b. Periodic Training will be required quarterly of all employees assigned a User Account
  - c. Monthly phishing campaigns will be conducted by the IT Department. Any employee who fails a phishing campaign will be enrolled in additional training and their Department Head will be notified.



## CYBERSECURITY / INFORMATION SECURITY POLICY **DRAFT**

Repeated phishing failures, or refusal to participate in assigned training may result in suspension or termination of network account access. Managers and Department Heads will be provided with a list of all staff that do not complete training prior to the deadline and again after the deadline, if applicable.

### **ROLES AND ACCESS CONTROL**

Roles and access levels are determined using the principle of least privilege, which requires that an individual's access is limited to only the information and resources necessary based on their job title, position, and duties.

1. **Roles.** Wood County grants access to its systems and data based on business roles. Wood County uses role-based access control methods whenever feasible to assign authorization levels according to business functions, rather than uniquely for each individual. This method supports the least privilege approach by standardizing access. It also simplifies periodic access reviews.
  - a) **Employees.** Employees may be granted access to certain and specific systems as required by the duties and responsibilities of their position. Employees are expected to be familiar with and comply with all provisions of this Policy and other security related policies, including the Computer Usage Policy in the Handbook.
  - b) **Supervisors/Management.** Supervisors, or a manager in the direct line of reporting, may request access for their employees only to those Wood County systems and data stores required to meet business needs. Supervisors shall periodically review their employee access levels and request privilege adjustment whenever applicable.
  - c) **Wood County IT Department.** The IT Department is responsible for maintaining all user accounts, including levels of access.
  - d) **Wood County HR Department.** As a part of the hiring process, the HR Department conducts applicable background investigations. Wood County departments may require employees who handle highly confidential information to undergo additional background screening and testing where permitted by applicable laws.
2. **Identity and Access Management.** Wood County uses identity and access management controls to provide user accounts with appropriate privileges.
  - a) **Unique User Accounts.** Each individual shall be assigned a unique user account. Individuals shall never share their account access or password with anyone. This includes supervisors, Information Technology department staff, and family members.
  - b) **Add, Change, Terminate Access.** Wood County grants access to specific resources based on business need. The supervisor or manager must direct requests to add or change employee access levels to the IT Department Help Desk. System and application administrators must periodically review user accounts and access levels to confirm that a legitimate business need for the access still exists.

For employees and external parties, including contracted employees, vendors, and volunteers, the department must notify the IT Department Help Desk whenever there is no longer a business need for access. Proper documentation must be submitted to support timely account termination. User accounts that have been inactive beyond the maximum allowed inactivity time period will be disabled. Managers should seek guidance from the Human Resources Department regarding access for employees on extended leaves.



## CYBERSECURITY / INFORMATION SECURITY POLICY **DRAFT**

### ACCEPTABLE USE POLICY

#### 1. General Use.

- a. Employees may only access Wood County's network using approved end-user devices. Use of Wood County systems, network, email, hardware and/or software for any purpose other than official Wood County business is strictly prohibited.
- b. Employees must use their own County-provided account(s) to access Wood County's network and systems, unless specifically authorized to use a device-specific or additional administrative account.
- c. Any attempt to interrupt, circumvent, or damage the operation of a Wood County provided device, system, or network will result in disciplinary action including immediate termination of access privilege.
- d. All County devices, passwords, and dual authentication devices\tokens must be protected and kept secure at all times. All County devices must be password protected and locked when unattended.
- e. County Network Passwords must follow strong password guidelines.
- f. Employees shall exhibit caution when using any "save password" application features and ensure they are never used for systems/sites that contain highly confidential information.
- g. Employees must never reuse their County Network Password in other public or private computer systems.
- h. Compromised or suspected compromised passwords, accounts, and lost or stolen devices must be reported to IT Help Desk immediately. IT Help Desk will reset passwords or disable accounts.
- i. Use of removable storage devices, such as USB, flash, or external hard drives, should only be used when there is no other viable storage or transmission method recommended and the device must be procured or approved by the IT Department prior to use. Highly confidential information must never be saved to external storage devices. Connecting unknown external storage devices to any Wood County device is prohibited without prior IT authorization. Once authorized, the storage devices must never be connected to any personal device.

#### 2. Internet Use: Email, Messaging, Social Media, and Cloud Computing.

The internet offers a variety of services that Wood County employees and contractors depend on to work effectively. However, some technologies create undue risks to the County's assets.

- a. Wood County may block or limit access to particular services, websites, or other internet-based functions according to risks and business value. Employees must recognize that unauthorized, inappropriate, or offensive websites may still be reachable and should not access those sites using Wood County resources.
- b. As outlined in the Computer Usage and Internet and Social Media Usage Policy, any personal use of the Internet is strictly prohibited.
- c. Internet usage is monitored and activity can be reported upon request to supervisory management. Misuse of Wood County provided Internet services will result in disciplinary action.

#### 3. Email and Social Media.

Employees shall follow these expectations in email and social media:

- a. Do not disclose confidential information to unauthorized parties on blogs/social media or transmit it in unsecured emails or instant messages.
- b. Do not make postings or send messages that speak for Wood County or give the implication of speaking for Wood County unless specifically authorized to do so.
- c. Use good professional judgment when drafting and sending any communications. Remember that messages may be forwarded or distributed outside of your control.



## CYBERSECURITY / INFORMATION SECURITY POLICY **DRAFT**

- d. Never open an email attachment that wasn't expected, click on links, or otherwise interact with unexpected email content. Wood County may block some attachments or emails, based on risk.
- e. Do not respond to an email or other message that requests confidential information unless verified and certain of its origin and purpose. Even then, always protect confidential information to the greatest extent possible, such as by using encryption.
- f. Report suspicious email to the IT Help Desk immediately. Do not click suspicious email links and do not click unsubscribe. Refer to the IT Help Desk for guidance on best security practices.
- g. When transferring sensitive data either internally or externally, employees must encrypt data before transfer. Contact IT Help Desk for assistance with data encryption procedures.

#### 4. **Data Security and Protection.**

When working while connected to the Wood County network, every precaution must be taken to ensure protection from malicious activity. However, when working remotely, extra precautions are necessary.

- a. Public internet is inherently not secure and easily spoofed, therefore a VPN connection must be established while using a Wood County device.
- b. All devices that will store or transport Wood County data must be approved through the IT Help Desk prior to use.
- c. When transmitting sensitive data, employees must encrypt data before transfer. Contact IT Help Desk for assistance with data encryption procedures.
- d. Data must never be primarily maintained on a local drive or removable storage device. These locations are not backed up and can easily be lost or stolen.

### **INFORMATION ASSETS**

#### 1. **Physical Security.**

Wood County uses physical safeguards to avoid theft, intrusions, unauthorized use, or other abuses of its information assets. All employees must comply with any applicable physical security policies and procedures in place for each facility (see the Safety/Security Policy in the Handbook in addition to any facility policies).

#### 2. **Managing Information Assets.**

Regardless of where the software cost is budgeted and paid, the Wood County IT Department is exclusively responsible for installing, licensing, and supporting all software on Wood County devices, including laptops, desktops, tablets, and mobile devices.

- a. Any non-licensed or non-approved software found on a Wood County device is prohibited and will be immediately removed.
- b. Requests for new hardware or software must be sent to IT Help Desk.
- c. Requests for changes to hardware or software installations and configuration must be sent to the IT Help Desk.
- d. Any stolen or damaged hardware or equipment must be reported to IT Help Desk immediately.
- e. To ensure proper protection and software patching of Wood County devices, all devices must be restarted on a minimum of a weekly basis. If not accessed on a regular basis, the device should be powered on and reachable via the Wood County network for at least one full business day per month.

### **INCIDENT REPORTING AND RESPONSE**

Applicable law may require Wood County to report security incidents (cyber incident or data breach) that result in the exposure or loss of certain kinds of information to various authorities or affected individuals or organizations, or both. The IT Security incident response plan includes a step to review all incidents for any required notifications and to



## CYBERSECURITY / INFORMATION SECURITY POLICY **DRAFT**

coordinate all external notifications with Corporation Counsel. Employees shall not make any external notifications without prior guidance and authorization.

### **VIOLATION**

Violation of this policy may result in disciplinary action. Disciplinary action may include suspension, access restrictions, work assignment limitations, or more severe penalties up to and including termination. Disciplinary action will be in accordance to the Progressive Discipline Action section of the Wood County Disciplinary Guidelines Policy. If Wood County suspects illegal activities, it may report them to the applicable authorities and aid in any investigation or prosecution of the individuals involved. Any employee knowingly trying to circumvent County security systems will be immediately reported to HR and their Department Head and computer access will be suspended immediately.



## CYBERSECURITY / INFORMATION SECURITY POLICY **DRAFT**

### APPENDIX A: EMPLOYEE ACKNOWLEDGMENT FORM

#### Acknowledgment of Receipt and Review

I, \_\_\_\_\_ (employee name), acknowledge that on \_\_\_\_\_ (date), I received and read a copy of Wood County's Cybersecurity/Information Security Policy dated [VERSION DATE] and understand that it is my responsibility to be familiar with and abide by its terms. I understand that the information in this Policy is intended to help Wood County's employees to work together effectively to manage information security risks as part of their assigned job responsibilities. This Policy is not promissory and does not set terms or conditions of employment or create an employment contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Department/Location

\_\_\_\_\_  
Date

INTERGOVERNMENTAL AGREEMENT BETWEEN BROWN COUNTY AND WOOD COUNTY FOR  
BROADBAND CONSULTING

This Intergovernmental Agreement (“Agreement”) is entered into by and between Wood County, whose address is 400 Market Street, Wisconsin Rapids, Wisconsin, 54494 (“Wood County”) and Brown County, whose address is c/o 305 E Walnut Street, Green Bay, Wisconsin, 54301 (“Brown County”), both quasi-municipal corporations in the State of Wisconsin. Hereinafter, Brown County and Wood County, will be referred to individually as “Party” and collectively as “Parties.”

RECITALS:

WHEREAS, Wood County is interested in contracting with Brown County to provide broadband consulting in Wood County; and,

WHEREAS, Wood County would also like to enlist the services of Brown County’s Broadband and BCCAN Director for its broadband initiatives to provide technical and administrative services to Wood County; and,

WHEREAS, Brown County is interested in providing these services to Wood County as part of a cooperative agreement; and,

WHEREAS, the Parties are authorized to enter into an Intergovernmental Agreement for services pursuant to 66.0301, Wisconsin Statutes; and,

WHEREAS, it would be beneficial for both Parties to share resources and expertise to perform the Broadband consulting and other related services as agreed upon by the parties; and,

WHEREAS, Brown County and Wood County desire to enter into this Agreement whereby the Brown County Broadband and BCCAN Director will provide broadband consulting and otherservices, which may include internet expertise, website consulting, training, oversight and administrative services for Wood County, as agreed upon by the Parties.

NOW THEREFORE, in consideration of the above premises and the mutual covenants of the Parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each Party, Brown County and Wood County do agree as follows:

1. RECITALS. The above recitals are true, correct and incorporated herein.
  
2. DEFINITIONS.
  - a. "Broadband Consulting" includes time spent in support of the Wood County Broadband Initiative. Work may include: preparation of materials, public documents, maps, emails, phone calls, coordination of meetings, publication and operational support for said activity.
  - b. "Travel" includes travel time, food, lodging and/or transportation expenses shall be billed at cost.
  - c. "Partners" shall mean, collectively, any other municipalities as directed by Wood County.
  - d. "Other Services" shall mean any other services that Wood and Brown County approve of in writing or email. Other services must be communicated and agreed to prior to action in writing and accepted by both parties.
  
3. TERM. The term of this Agreement shall be from September 20, 2021 or as soon thereafter as approved by both Parties' Boards of Supervisors and executed by both Parties, and shall continue until Wood County directs a termination of services or until September 20, 2022, whichever comes first. Expected services will require 160 hours of work, over 3 to 6 months. This Agreement is made possible due to the specific knowledge and skill sets the current Brown County Broadband Director possesses, and if the current [Brown County Broadband](#) Director separates from employment with Brown County, then this Agreement shall terminate and discussions may be had regarding a new contract.
  
4. SCHEDULE AND SCOPE OF WORK. During the Term of this Agreement, the Broadband Director shall be regularly available to Wood County up to two days a week. The Brown County Broadband Director, shall provide Broadband related consulting services for Wood County.

The Brown County Broadband Director shall be available during normal work hours. Weekends, holidays and evenings may be available, upon agreement in advance, of both parties. Additionally, for the period of this Agreement, the Broadband Director will be available via virtual meetings where those meetings do not conflict with Brown County needs and availability of the Director. Any scheduling conflicts will be worked out between the parties.

5. CONSULTING SERVICES. The Brown County Broadband Director or designee shall provide consultation services to Wood County which shall include:
  - a. To consult, advise and educate assigned Wood County staff involved in the Wood County Broadband Initiative;
  - b. All travel related activity will be approved in writing or email prior to said activity;
  - c. To engage Wood County Public Information officer(s), Administrative staff, vendors, elected officials and other community members regarding the Wood County Broadband Initiative;
  - d. To work with Wood County GIS, School District(s) and Chamber officials in developing maps similar to the Brown County Broadband maps; Any work provided by Brown County GIS would be billed at cost and must be agreed to by both parties in advance;
  - e. Leverage Brown County Broadband expertise and best practices for use by Wood County;
  - f. Provide suggestions for ordinance, policies and procedures that support the Wood County Broadband Initiative;
  - g. To provide training and education to Wood County staff, elected officials and the public as directed by Wood County;
  - h. Work with Wood County to address any current or future issues regarding the Broadband grants and alternate funding sources;
  - i. To work with Wood County and the appropriate Broadband oversight committees and elected officials to assist with the performance of functions required pursuant to this Agreement.
  
6. CUSTOMER CONTACTS. Wood County will identify one person who shall be the primary contact and may designate any number of alternate contacts for the duration of this project.
  
7. TURNAROUND TIME. Brown County Broadband Director works five (5) days a week. Brown County is aware that there may be time sensitive activity related to grants and public meetings. Brown County shall make every reasonable effort to adhere to the timelines established by Wood County.
  - a. In the case where Wood County may request in person after hours meeting attendance, Wood County must provide at least 5 business days notice.

- b. Due to the variable nature of the Broadband work, some deliverables may be returned quickly others may take many hours of work.
- c. Accelerated timelines must be communicated as early as possible. This includes grants, and other paperwork and documentation.

8. GENERAL SERVICES.

- a. Specific scheduling of the tasks and responsibilities identified herein shall be established by mutual agreement of the Parties.
- b. Each Party shall commence, carry on and complete its obligations under this Agreement with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Agreement and all applicable laws. In receiving services under this Agreement, each Party agrees to cooperate with the various departments, agencies, employees and officers of the other.
- c. Each Party agrees to secure, at the Party's own expense, all personnel necessary to carry out the Party's obligations under this Agreement. Such personnel shall not be deemed to be employees of the other Party nor shall they or any of them have or be deemed to have any direct contractual relationship with the other Party.

9. RECORDS. All Broadband deliverables related to this agreement will be the property of Wood County and Wood County shall be the records custodian of said documents and materials. Any change to designate Brown County as the record custodian requires prior notice to Brown County of said designation.

Each County shall be responsible for managing and responding to all public records requests and shall hold harmless each other, its officers, agents, boards, commissions, representatives and employees from any and all losses, claims, liabilities, suits, or actions of whatsoever nature resulting from or arising out of responding to public records requests.

10. NON-EXCLUSIVE CONTRACT. The Parties agree there may be times when Wood County may be required to contract with third parties for Broadband related consulting outside the scope of this Agreement. Nothing in this Agreement creates an exclusive contract between the Parties which would limit Wood County from hiring said services.

11. OFFICE EXPENSES. All costs associated with the Broadband Consulting not specifically included in this Agreement, including, but not limited to GIS employees' salaries and benefits, purchase and maintenance of equipment, software and vehicles, excessive office supplies and utilities, shall be the responsibility of Wood County.

- a. Programming costs for Wood County website will be at the expense of Wood County;
- b. Publication, mailing and/or printing of large quantities of materials will be at the expense of Wood County;
- c. Purchase of any equipment, software, or additional consulting or engineering services would be at the approval and expense of Wood County.

12. PAYMENT. Wood County agrees to make such payments for services rendered under this Agreement as and in the manner specified herein and in the attached Schedule A, which is fully incorporated herein by reference.

**Any charges in excess of the amounts as noted in Schedule A, must be approved by Wood County prior to request for payment.**

At the end of the contract a reconciliation of hours and expenses shall also occur. All adjustments shall be made at the Schedule A External rate for all additional authorized work performed.

Both Parties to this Agreement understand that the Agreement is subject to funding by their mutual county boards, and in the event that funding for either the current Brown County Broadband Director or Wood County's payment for work performed by the Brown County Broadband Director is withdrawn by a county board, this Agreement shall be terminated.

13. DISPUTE RESOLUTION. The Parties shall attempt to resolve any dispute arising out of or relating to this Agreement through negotiations between senior executives of the Parties, or their designees, who have authority to settle the same.

14. TERMINATION. If, through any cause, a Party shall fail to fulfill in a timely and proper manner its obligations under this Agreement, or if a Party shall violate any of the covenants or stipulations of this Agreement, the other Party shall thereupon have the right to terminate this Agreement by giving ninety (90) days written notice

to the violating Party of such termination and specifying the effective date thereof without further obligation.

Except as provided elsewhere in this Agreement, there shall be no other termination of this Agreement, during its Term, without prior written consent of both Parties.

15. ASSIGNMENT/TRANSFER. No Party shall assign or transfer any interest or obligation in this Agreement, without the prior written consent of the other Party unless otherwise provided herein, provided that claims for money due or to become due to Brown County under this Agreement may be assigned to a bank, trust company or other financial institution without such approval if and only if the instrument of assignment contains a provision substantially to the effect that it is agreed that the right of the assignee in and to any moneys due or to become due to Brown County shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Agreement.
16. ADDITIONAL PARTNERS. The Parties agree that Wood County may subcontract or partner with municipalities to provide Broadband Consulting pursuant to this Agreement. No additional partners may be added by contract or otherwise to receive services from the Broadband Director without prior written consent of Brown County and written amendment to this Agreement.
17. DELIVERY OF NOTICE. Any and all notices and demands shall be in writing delivered in person or by first class mail, registered or certified, postage paid, return receipt requested, or delivered by a recognized overnight carrier service with proof of delivery and addressed to the appropriate party as follows:

Brown County:           Brown County Broadband Director  
[August.Neverman@browncountywi.gov](mailto:August.Neverman@browncountywi.gov)  
Phone: (920) 448-7860  
Northern Building Room 298  
305 E. Walnut Street  
PO Box 23600  
Green Bay, Wisconsin 54301

Wood County:           Wood County IT Director  
Email: [akaup@co.wood.wi.us](mailto:akaup@co.wood.wi.us)

Wood County Courthouse  
400 Market St.  
Wisconsin Rapids, WI 54484  
Phone: 715-421-8435  
Authorized to approve Other Services

All other correspondence may be sent by U.S. mail addressed as noted above. At any time either Party may change the contact information by sending notice as stated above to the other Party.

18. **Liability Allocation.** Each Party shall be responsible for the consequences of its own acts errors, or omissions and those of its employees, boards, commissions, agencies, officers, and representatives and shall be responsible for any losses, claims, and liabilities which are attributable to such acts, errors, or omissions including providing its own defense. In situations including joint liability, each Party shall be responsible for the consequences of its own acts errors, or omissions and those of its employees, agents, boards, commissions, agencies, officers and representatives. It is not the intent of the Parties to impose liability beyond that imposed by state statutes.
19. **NO WAIVER BY PAYMENT OR ACCEPTANCE.** In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by the non-breaching party of any breach of the covenants of this Agreement or a waiver of any default of the breaching party and the making of any such payment or acceptance of any such service or product by the non-breaching party while any such default or breach shall exist shall in no way impair or prejudice the right of the non-breaching party with respect to recovery of damages or other remedy as a result of such breach or default.
20. **NON-DISCRIMINATION.** During the term of this Agreement, both Parties agree not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment advertising, layoff, termination, training, rates of pay, and any other form of

compensation or level of service(s).

Both Parties agree to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law, setting forth additional bases and exceptions shall be permitted only to the extent allowable in state or federal law. In all solicitations for employment placed on a Party's behalf during the Term of this Agreement, the Party shall include a statement to the effect that the Party is an "Equal Opportunity Employer."

21. CIVIL RIGHTS COMPLIANCE. Wood County's Civil Rights Compliance Plan shall govern Wood County's activities.
22. CONTROLLING LAW AND VENUE. It is expressly understood and agreed to by the Parties hereto that in the event of any disagreement or controversy between the Parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall be in the Brown County Circuit Court.
23. LIMITATION OF AGREEMENT. This Agreement is intended to be an agreement solely between the Parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits, or privileges of any third party or parties, including but not limited to employees of either of the Parties.
24. ENTIRE AGREEMENT. The entire Agreement of the Parties is contained herein and in the attached Schedule A. This Agreement supersedes any and all oral agreements and negotiations between the Parties relating to the subject matter hereof.
25. AMENDMENT. The Parties expressly agree that this Agreement shall not be amended in any fashion except in writing executed by both Parties.
26. COUNTERPARTS. The Parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.

27. HEADINGS. The section titles have been inserted in this Agreement primarily for convenience, and do not define, limit or construe the contents of such paragraphs. If headings conflict with the text, the text shall control.
28. SEVERABILITY. The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions herein, and this Agreement shall be construed, in all respects, as though all such invalid or unenforceable provisions were omitted.
29. COMPLIANCE. Each Party warrants that it will comply with all applicable statutes, rules, orders, ordinances, requirements and regulations to execute this Agreement and that the person executing this Agreement on its behalf is authorized to do so.

IN WITNESS WHEREOF, Brown County and Wood County, by their respective authorized agents, have caused this Agreement and its Schedules to be executed, effective as of the date by which all Parties hereto have affixed their respective signatures, as indicated below.

FOR BROWN COUNTY:

Date Signed: \_\_\_\_\_  
Troy Streckenbach, Brown County Executive

Date Signed: \_\_\_\_\_  
Patrick Moynihan, Brown County Clerk

FOR WOOD COUNTY:

Date Signed: \_\_\_\_\_  
xxx, County Executive

Date Signed: \_\_\_\_\_  
xxx, County Clerk

SCHEDULE A:  
SERVICES AND COSTS

**SERVICES**

Broadband Consulting for Wood County, Provided by Brown County Broadband Director  
Feb-June 2022: approximately two business days, 12 hours per week

It is expected that the hours will vary with some weeks being two days and others being one. Hours may be higher if deadlines are agreed by both parties.

**DELIVERABLES**

At the direction of Wood County:

- Assist with the creation of a Wood County Broadband Website Similar to the Brown County Broadband Website
- Assist with the creation of a Broadband/CAN map
- Assist with contacts to providers, vendors, agencies as needed
- Educate & Assist individuals regarding CAN and/or broadband.
- Present information to staff
- Present basic information to County, City, Village, Townships, school districts and other boards and/or committees
- Provide Broadband/CAN related advice to create a Wood County Broadband Plan  
Other duties as directed in email or writing by Wood County primary contact.

Note: No direct GIS services are included in this agreement and would be subject to billing.

**COSTS**

- Brown County to bill for Broadband Director at the rate of \$82.38/hr to Wood County on a **monthly** basis.
- Travel, food and lodging if any, billed at cost

**COST ESTIMATE**

Hourly Consulting Estimated for Period \$82.38/hr for 140 up to \$11,533.20 dollars  
Approximately 12 weeks at 12 hours per week

## Wood County IT Memorandum of Understanding for the Provision of Intergovernmental Services to the Village of Port Edwards for Computer Network and Technical Services

- 1) **Purpose.** This Memorandum of Understanding (MOU) establishes an inter-governmental agreement between Wood County, by and through the Information Technology Department (IT), and other eligible local units of government within Wood County (the client). This agreement is effective when signed by IT and the client. Per Wisconsin Statute 66.0301 it is the intention of this agreement to make available the computer support resources of Wood County to other units of local government, within Wood County, at a minimal cost to those agencies.
- 2) **Scope.** Under this MOU, Wood County will provide network facilities and computer configuration and support services to the client for the client's computing systems. The client will have access to support personnel during regular IT business hours; currently 8:00 am. to 4:30 pm. Monday through Friday, excluding Wood County celebrated holidays.
- 3) **Costs.** The client will reimburse IT for any costs incurred in the provision of agreed upon services. Upon request by the client, IT will provide a written quotation of any costs prior to the provision of services. Costs that will be passed on to the client shall include:
  - a) IT Staff Labor for support and configuration services at the rates set forth in Addendum 1;
  - b) Any consulting or contract labor required to meet client and IT specifications;
  - c) Any licensing or software costs incurred in order to meet client and IT specifications;
  - d) Any hardware or software upgrades needed to meet client and IT specifications;
  - e) Any travel expenses incurred by IT staff in supporting the client's equipment
- 4) **IT Responsibilities.** IT will assign the necessary personnel to provide the services requested by the client. In order to fulfill the responsibility, IT will:
  - a) Provide written quotation, if requested by the client, for services provided to the client, including an estimated completion date;
  - b) Provide customary computer configuration and testing;
  - c) Provide customary computer problem diagnosis and repair;
  - d) Provide customary phone support through the IT helpdesk;
  - e) Provide customary on-site support when necessary;
  - f) Maintain records on services provided to the client, to include:
    - i) date and time of service
    - ii) a description of work performed
    - iii) any configuration changes or software updates installed;
  - g) Provide recommendations to the client for hardware and software necessary to meet client and IT specifications;
  - h) Comply with any additional terms set forth in addendums to this agreement;
- 5) **Client Responsibilities.** The client shall:
  - a) Ensure that this MOU is signed by an official who is authorized to sign such agreements;
  - b) Comply fully with IT policies regarding purchasing and computer usage;
  - c) Comply fully with all applicable Wood County policies regarding the use of any Wood County owned systems;

**Wood County IT Memorandum of Understanding for the Provision of Intergovernmental Services to the Village of Port Edwards for Computer Network and Technical Services**

- d) Assist IT staff in developing system specifications;
  - e) Provide full funding for costs incurred by IT in order to meet client and IT specifications, ensuring that the funding is authorized by an official who is authorized to obligate funds;
  - f) Provide necessary access to client systems and facilities for the purpose of providing support services;
  - g) Indemnify, hold harmless and defend Wood County, its employees, agents, representatives and co-producers from any and all claims, damages, liabilities and expenses arising from client's use of IT services.
  - h) Comply with any additional terms set forth in addendums to this agreement.
- 6) **Cancellation.** Either party may cancel this agreement for any reason upon 180 days written notice. If this agreement, or any order under this agreement, is canceled, the client assumes responsibility for all costs resulting from the cancellation. IT will not be liable for any incomplete responsibility from paragraph 4 upon notice of cancellation of this agreement.
- 7) **Authorization.** The signatory for the Client represents and warrants that she/he is authorized to execute this agreement on behalf of the Client Agency.
- 8) **Term.** This agreement shall be in effect for one year from the date signed and shall automatically renew unless cancelled or replaced with a successor agreement

Client Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

IT Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

# **Wood County IT Memorandum of Understanding for the Provision of Intergovernmental Services to the Village of Port Edwards for Computer Network and Technical Services**

## ADDENDUM 1 – SERVICE RATES AND ADDITIONAL PROVISIONS

The Village of Port Edwards (Village) and Wood County Information Technology Department (IT) agree to the following additional terms and conditions to the MOU for the Provision of Services for the term of this agreement:

### Rates

An hourly rate will be charged for all services provided between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday, excluding holidays. Rates are as billed at 15 minute increments and as follows:

- Helpdesk Staff Support \$50.00 / Hour
- Tier 2 (Network/Admin Level) Support \$75.00 / Hour

Any afterhours services will be billed at \$75.00 per hour rounded up to the nearest hour with a two hour minimum.

### Invoicing and Payment Terms

IT will invoice the Village for services quarterly based on the calendar quarter. Payment for services will be due 60 days from date of invoice. IT will report labor hours to the Village on a monthly basis.

### Workstation Permissions

Under this agreement, the Village agrees to create policy limiting end user permissions on computer workstations utilized in the Village and work with to implement this policy.

### Data Security and Privacy Compliance

The Village agrees to develop, maintain and enforce any user or system policies required to ensure compliance with applicable privacy and security regulations and make IT aware of any such requirements to be enforced through system policy configuration.

The Village agrees to implement best practices with regard to privacy and security compliance.

IT agrees to comply with all data security and privacy policies established by the Village and to enforce related system policy through appropriate system settings, at the direction of the Village.

Both parties agree to comply with all applicable policies, laws and regulations related to information privacy and security.

### Software and System License Agreements

The Village is responsible to obtain necessary software licensing and to manage, maintain and comply with all license agreements related to Village Systems.

### Work Flow

**Wood County IT Memorandum of Understanding for the Provision of Intergovernmental Services to the Village of Port Edwards for Computer Network and Technical Services**

Both parties acknowledge that communication is key to the success of this relationship. The Village and IT will work together to establish the appropriate contact persons for the various Village systems and user groups.

Village computer end users will be instructed to call the IT helpdesk for assistance. The helpdesk will be responsible for logging the call and attempting to provide problem resolution. In the event the issue cannot be resolved by the IT Helpdesk, the call will be passed on to second level support. Second level support will make the appropriate contact with Village staff and provide problem status and estimated resolution time frame.

Activities internal to the Village of Port Edwards, which may impact computer systems, will be communicated to the IT Helpdesk by the appropriate Village staff.

Any troubleshooting or repair that will require more than 4 hours of IT time will be referred to the appropriate Village contact person for review

The Village agrees to use the IT department's workflow applications for new user access and system access changes.

Village Representative:

Date:

\_\_\_\_\_

\_\_\_\_\_

County Representative:

Date:

\_\_\_\_\_

\_\_\_\_\_

## Committee Report

County of Wood

Report of claims for: MAINTENANCE

For the period of: MARCH 2022

For the range of vouchers: 19220148 - 19220246

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19220148	ADVANCE JANITORIAL SERVICE & SUPPLY	CLEANING RIVER BLOCK	01/25/2022	\$4,765.30	P
19220149	CONSTELLATION NEWENERGY-GAS DIVISION	CH, JAIL, RB GAS SERVICE	02/11/2022	\$11,076.37	P
19220150	CURRENT TECHNOLOGIES INC	CLK OF COURTS REMODEL - PAY 2	02/22/2022	\$11,785.00	P
19220151	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	02/25/2022	\$8,233.63	P
19220152	WATER WORKS & LIGHTING COMM	RIVER BLOCK WATER/SEWER	02/24/2022	\$552.31	P
19220153	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC 12TH ST	02/24/2022	\$532.56	P
19220154	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC SVC JOINT USE	02/24/2022	\$187.81	P
19220155	WATER WORKS & LIGHTING COMM	RIVER BLOCK OUTSIDE LIGHTING	02/24/2022	\$109.74	P
19220156	WATER WORKS & LIGHTING COMM	ELECTRIC SVC SHERIFF LOCKUP	02/24/2022	\$60.72	P
19220157	WATER WORKS & LIGHTING COMM	SHERIFF LOCKUP OUTDOOR LIGHTS	02/24/2022	\$12.59	P
19220158	DIAMOND BUSINESS GRAPHICS	PRINTING	03/02/2022	\$36.33	P
19220159	DIAMOND BUSINESS GRAPHICS	PRINTING	03/02/2022	\$36.36	P
19220160	QUALITY PLUS PRINTING INC	PRINTING	03/02/2022	\$195.00	P
19220161	QUALITY PLUS PRINTING INC	PRINTING	03/02/2022	\$165.00	P
19220162	QUALITY PLUS PRINTING INC	PRINTING	03/02/2022	\$550.00	P
19220163	ACE HARDWARE	WATER SOFTENER SALT	02/21/2022	\$446.67	P
19220164	ACE HARDWARE	CLK OF COURTS - CAULK	02/24/2022	\$15.98	P
19220165	BAUER'S FLOOR MART	CH ELEVATOR - FLOORING	02/17/2022	\$450.62	P
19220166	CONSOLIDATED WATER POWER COMPANY	RIVER BLOCK ELECTRIC	03/02/2022	\$4,164.53	P
19220167	CRESCENT ELECTRIC SUPPLY CO	WIRE	02/15/2022	\$111.80	P
19220168	CRESCENT ELECTRIC SUPPLY CO	SUPPLIES	02/16/2022	\$7.29	P
19220169	ECON ELECTRIC	CH ELEVATOR - WIRING	02/25/2022	\$6,917.12	P
19220170	FERGUSON ENTERPRISES LLC	GASKET	02/09/2022	\$12.94	P
19220171	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY - KEY	02/18/2022	\$10.65	P
19220172	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY - CORES & KEYS	02/21/2022	\$467.05	P
19220173	GAPPA SECURITY SOLUTIONS LLC	KEY	03/01/2022	\$10.90	P
19220174	HAAS BUILDERS SUPPLY INC	CLK OF COURTS - DOORS	02/03/2022	\$1,111.58	P
19220175	OFFICE ENTERPRISES INC	CLK OF CTS-FURNITURE DOWNPAY	02/18/2022	\$8,837.55	P
19220176	QUALITY DOOR & HARDWARE	CLK OF COURTS - DOOR HARDWARE	02/28/2022	\$18,082.11	P
19220177	QUALITY DOOR & HARDWARE	CLK OF COURTS - REMOTE RELEASE	02/28/2022	\$405.50	P
19220178	SCHMITT ACOUSTICS LLC	3RD FLR REMODEL - CEILING	02/23/2022	\$2,000.00	P
19220179	SCHMITT ACOUSTICS LLC	CLK OF CTS - CEILING INSTALL	02/28/2022	\$8,150.00	P
19220180	SHERWIN-WILLIAMS CO THE	3RD FLR REMODEL - PAINT	02/16/2022	\$376.97	P
19220181	VENTURE ARCHITECTS	JAIL PROJECT-PROFESSIONAL SVCS	02/24/2022	\$186,327.20	P

MAINTENANCE - MARCH 2022

19220148 - 19220246

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19220182	QUALITY PLUS PRINTING INC	PRINTING	03/09/2022	\$1,360.00	P
19220183	AMAZON CAPITAL SERVICES	ID BADGE HOLDERS	03/03/2022	\$29.77	P
19220184	AMAZON CAPITAL SERVICES	SHOP SUPPLIES	03/04/2022	\$50.98	P
19220185	AMAZON CAPITAL SERVICES	CLK OF COURTS - DOOR CHIME	03/09/2022	\$37.65	P
19220186	CRESCENT ELECTRIC SUPPLY CO	CLK OF COURTS - LIGHTS	03/03/2022	\$259.57	P
19220187	CRESCENT ELECTRIC SUPPLY CO	CLK OF COURTS - MOUNTING CABLE	03/04/2022	\$58.35	P
19220188	DIRECT SUPPLY INC	CLK OF COURTS - SIGNAGE	03/04/2022	\$143.97	P
19220189	ERON & GEE/HERMAN'S PLUMBING & HEATING	JOINT USE PLUMBING REPAIR	03/04/2022	\$330.00	P
19220190	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY UPDATES - PROF SVC	03/09/2022	\$550.00	P
19220191	GRAINGER (Maintenance)	SHOP SUPPLIES	03/03/2022	\$39.48	P
19220192	GRAINGER (Maintenance)	AIR SCRUBBER	03/08/2022	\$1,459.52	P
19220193	JOSLIN CONCRETE	SNOW REMOVAL AT RIVER BLOCK	02/15/2022	\$443.75	P
19220194	MUPPET PROPERTIES LLC	1ST AVE LOT RENT	03/02/2022	\$2,250.00	P
19220195	NAPA CENTRAL WI AUTO PARTS	BATTERY FOR RB LIFT	03/09/2022	\$112.94	P
19220196	QUALITY COUNTERTOPS	CLK OF COURTS - COUNTERTOPS	02/23/2022	\$1,142.34	P
19220197	WASTE MANAGEMENT	WASTE DISPOSAL FEES	03/01/2022	\$850.20	P
19220198	WE ENERGIES	GAS SERVICE COMMUNICATIONS	02/28/2022	\$642.16	P
19220199	WE ENERGIES	GAS SERVICE JAIL	02/28/2022	\$651.86	P
19220200	WE ENERGIES	GAS SERVICE RIVER BLOCK	02/28/2022	\$704.28	P
19220201	WE ENERGIES	GAS SERVICE SHERIFF LOCKUP	02/28/2022	\$245.45	P
19220202	WE ENERGIES	GAS SERVICE COURTHOUSE	02/28/2022	\$1,174.50	P
19220203	WE ENERGIES	GAS SERVICE 12TH ST	02/28/2022	\$422.27	P
19220204	WE ENERGIES	GAS SERVICE JOINT USE BUILDING	02/28/2022	\$557.93	P
19220205	WINSUPPLY OF WISCONSIN RAPIDS	JAIL SUPPLIES	02/17/2022	\$85.64	P
19220206	WINSUPPLY OF WISCONSIN RAPIDS	JAIL BOILER PT, JT USE REPAIR	02/18/2022	\$260.22	P
19220207	THE SAMUELS GROUP INC	JAIL PROJECT - 3RD PAYMENT	03/04/2022	\$34,028.78	P
19220208	DM STAMPS & SPECIALTIES	STAMPS	03/16/2022	\$34.69	P
19220209	STAPLES ADVANTAGE	OFFICE SUPPLIES	03/16/2022	\$11.99	P
19220210	NASSCO INC	CLEANING SUPPLIES	03/16/2022	\$473.55	P
19220211	SCHILLING SUPPLY COMPANY	CLEANING SUPPLIES	03/16/2022	\$100.88	P
19220212	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	02/25/2022	\$284.31	P
19220213	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	03/03/2022	\$137.50	P
19220214	ADVANCE SUPPLY LLC	JANITORIAL SUPPLIES	03/09/2022	\$111.35	P
19220215	ASCENT CONSTRUCTION LLC	CLK OF COURTS - CARPENTRY WORK	03/14/2022	\$12,770.00	P
19220216	COMPLETE CONTROL	CLK OF COURTS - SUPPLIES	03/10/2022	\$800.00	P
19220217	CONSTELLATION NEWENERGY-GAS DIVISION	CH, JAIL, RB GAS SERVICE	03/09/2022	\$11,339.90	P
19220218	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	03/02/2022	\$336.80	P
19220219	CINTAS CORPORATION	MAT CLEANING RIVER BLOCK	03/15/2022	\$105.42	P
19220220	CINTAS CORPORATION	MAT CLEANING COURTHOUSE	03/16/2022	\$415.62	P
19220221	HOME DEPOT CREDIT SERV (Maintenance)	CH, RB, CLERK OF COURTS	03/04/2022	\$527.54	P
19220222	SHRED SAFE LLC	CONFIDENTIAL SHREDDING	03/15/2022	\$90.00	P
19220223	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE JAIL	03/15/2022	\$1,927.82	P
19220224	WATER WORKS & LIGHTING COMM	WATER/SEWER/ELEC COMMUNICATION	03/15/2022	\$266.41	P
19220225	WATER WORKS & LIGHTING COMM	WATER/SEWER SERVICE COURTHOUSE	03/15/2022	\$1,132.64	P

Voucher	Vendor Name	Nature of Claim	Doc Date	Amount	Paid
19220226	WATER WORKS & LIGHTING COMM	ELEC SVC COURTHOUSE SECURITY	03/15/2022	\$62.78	P
19220227	WATER WORKS & LIGHTING COMM	ELECTRIC SERVICE BAKER LOT	03/15/2022	\$33.64	P
19220228	WATER WORKS & LIGHTING COMM	RIVER BLOCK STORM SEWER	03/15/2022	\$45.30	P
19220229	WATER WORKS & LIGHTING COMM	SARATOGA ST STORM SEWER	03/15/2022	\$9.56	P
19220230	WATER WORKS & LIGHTING COMM	COURTHOUSE STORM SEWER	03/15/2022	\$98.66	P
19220231	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	03/15/2022	\$3,232.04	P
19220232	WATER WORKS & LIGHTING COMM	COURTHOUSE ELECTRIC	03/15/2022	\$4,972.65	P
19220233	WINSUPPLY OF WISCONSIN RAPIDS	BALL VALVE FOR JAIL	02/28/2022	\$22.05	P
19220234	WINSUPPLY OF WISCONSIN RAPIDS	CAPACITOR FOR JAIL	03/01/2022	\$13.56	P
19220235	QUALITY PLUS PRINTING INC	PRINTING	03/23/2022	\$1,400.00	P
19220236	CURRENT TECHNOLOGIES INC	CLK OF COURTS REMODEL - PAY 3	03/21/2022	\$2,995.00	
19220237	GAPPA SECURITY SOLUTIONS LLC	KEYS	03/14/2022	\$28.50	
19220238	GAPPA SECURITY SOLUTIONS LLC	ACCESS CARDS	03/21/2022	\$699.00	
19220239	GAPPA SECURITY SOLUTIONS LLC	CH SECURITY - CORES	03/21/2022	\$127.50	
19220240	KRISS PREMIUM PRODUCTS INC	BOILER CHEMICALS	03/14/2022	\$1,185.21	
19220241	LIBERTY CLEANERS INC	CLEANING COURTHOUSE, JAIL	03/22/2022	\$8,233.63	
19220242	QUALITY DOOR & HARDWARE	CLK OF COURTS - GLASS	03/18/2022	\$1,446.30	
19220243	SHERWIN-WILLIAMS CO THE	CH ELEVATOR - PAINT	03/16/2022	\$2.53	
19220244	WISCONSIN VALLEY BUILDING PRODUCTS	FLOOD LIGHT	03/21/2022	\$153.60	
19220245	KRANZ INC	CLEANING SUPPLIES	03/30/2022	\$86.50	
19220246	NASSCO INC	CLEANING SUPPLIES	03/30/2022	\$434.90	
<b>Grand Total:</b>				<b>\$380,246.12</b>	

Signatures

Committee Chair: \_\_\_\_\_

Committee Member: \_\_\_\_\_



# Wood County

## WISCONSIN

Reuben Van Tassel  
Facilities Manager

### Letter of Comments March 2022

#### Ongoing Projects and Planning

**Jail** – Our facility was added to the National Registry of Historic Buildings several years ago; this creates an additional layer of design and approval we must navigate for the new jail project as we work to meet state and local building code, standards set by the Department of Corrections, and guidelines from the State Historic Preservation Office. We recently received design approval from the Historic Preservation Office and anticipate additional approvals at the state and local levels in the coming months.

**Courthouse** – Our elevator modernization is complete. The most visible change is the new elevator cab interior; another new feature is touch-free elevator controls that will allow a user to operate the elevator without physically touching any buttons. We also used the modernization project as an opportunity to update the power supply for the elevator; the new rooftop generator that was installed last year will provide backup power to the Courthouse elevator.

Third floor remodeling has slowed down recently as we wait for some backordered materials needed to finish the Clerk of Court's new space. We will receive bids for the Branch 4 court project in April and should be able to start that phase of remodeling in May.

**CIP** – Updating capital projects has become especially difficult in the last couple years; trying to predict material availability for projects, as well as estimate rapidly changing costs, has caused many experienced industry professionals to begin screening their calls. As we begin reviewing 2023 County projects, bear in mind that our current market conditions will require flexibility in our budget to accommodate both increased costs and delayed timelines.

#### Miscellaneous

Attended PIT, HHS, Operations, Public Safety Committee and numerous project meetings.

Reviewing space at River Block to meet additional staff needs.