

**FILLMORE COUNTY
BOARD OF COMMISSIONERS
MEETING AGENDA**

June 8, 2021

Fillmore County Courthouse, 101 Fillmore Street – Preston, MN

Mitch Lentz – First District
Randy Dahl – Second District

Larry Hindt – Third District
Duane Bakke – Fourth District

Marc Prestby – Fifth District

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**The Fillmore County Board continues to have in-person / virtual meetings.**

**To participate by phone Dial Toll Free 1-844-621-3956 or US Toll 1-415-655-0001 and enter Access Code 187 161 7462; to participate virtually go to [www.webex.com](http://www.webex.com), click on “join meeting” in top right corner of your screen; then enter the Meeting ID 187 161 7462, may need password sMMJf3SGf47**

9:00 a.m.     Pledge of Allegiance  
                  Approve agenda

                  Approve Consent Agenda:

                  1. June 1, 2021 County Board minutes

                  Approve Commissioners’ Warrants

                  Review Finance Warrants

9:05 a.m.     Bobbie Hillery, Administrator

1. Discussion with possible action regarding 2022 Performance Measures
2. Discussion with possible action regarding 2022 Budget schedule and factors
3. Consider appointment of Jason Marquardt, Veteran Services Officer to serve as a member of the Extension Committee in place of the Auditor/Treasurer per statute
4. Consider request approval for attendance and overnight stay for MACA Technical Day
5. Consider first reading of the following Internet Security Policies
  - a. Acceptable Use Policy
  - b. Cyber Security Incident Response Plan
  - c. Fillmore County Information Security Policies

9:30 a.m.     Citizens Input

Calendar review, Committee Reports and Announcements

**Meetings: (Conference Room 102U, Fillmore County Courthouse unless otherwise indicated)**

|                                  |            |                            |                         |
|----------------------------------|------------|----------------------------|-------------------------|
| Wednesday, June 9 <sup>th</sup>  | 12:00 p.m. | DFO Joint Powers Board     | Bakke, Prestby, Hillery |
| Thursday, June 10 <sup>th</sup>  | 10:30 a.m. | Workforce                  | Lentz                   |
| Monday, June 14 <sup>th</sup>    | 6:00 p.m.  | DAC (Preston)              | Lentz                   |
|                                  | 6:30 p.m.  | SEMCAC (St. Charles)       | Dahl                    |
| Tuesday, June 15 <sup>th</sup>   | 8:00 a.m.  | Law Enforcement            | Prestby, Lentz          |
|                                  | 9:00 a.m.  | Technology                 | Prestby, Lentz          |
| Wednesday, June 16 <sup>th</sup> | 9:00 a.m.  | Basin Alliance (Rochester) | Lentz                   |
|                                  | 7:00 p.m.  | Extension Committee        | Bakke/ Lentz            |

**COMMITTEE OPENINGS:**

|                                               |                         |
|-----------------------------------------------|-------------------------|
| Community Corrections Task Force – District 2 | meets quarterly at noon |
| Community Corrections Task Force – District 1 |                         |
| Community Corrections Task Force – At Large   |                         |
| Extension – District 2                        | meets quarterly         |
| Extension – District 5                        |                         |

This is a preliminary draft of the June 1, 2021, minutes as interpreted by the Clerk of the Board for use in preparing the official minutes. It is expected that there will be corrections, additions, and/or omissions before the final minutes are reviewed and officially approved by the County Board.

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The Board of County Commissioners of Fillmore County, Minnesota met in special session this 1st day of June, 2021, at 9:00 a.m. in the Commissioners' Board Room, Fillmore County Courthouse, in the City of Preston.

The following members were present: Commissioners Mitch Lentz, Marc Prestby, Larry Hindt, Randy Dahl, and Duane Bakke; Bobbie Hillery, Administrator/Clerk; John DeGeorge, Sheriff; Ron Gregg, Highway Engineer; Kristina Kohn, Human Resources; Jason McCaslin, County Assessor; Dr. R. Ross Reichard, M.D and Monica Kendall, P.A., Southern Minnesota Regional Medical Examiner's Office and Eva Barr and Mark Burmeister, Wykoff Commons Board.

Also, present via WebEx: Cristal Adkins, Zoning Administrator; Lori Affeldt, Finance Director; Kristi Ruesink, Accounting Technician; Lindsie Engle, Accounting Technician; Anne Koliha, SWCD; Chris Hahn, CEDA; Bonita Underbakke, and Tom Kaase.

The Pledge of Allegiance was recited.

On a motion from Hindt and seconded by Prestby, the Board unanimously approved the Agenda.

On a motion from Bakke and seconded by Lentz, the Board unanimously approved the following Consent Agenda:

1. May 25, 2021 County Board minutes

On a motion from Bakke and seconded by Prestby, the Board unanimously approved the Commissioners' Warrants.

The Finance Department warrants were reviewed.

Dr. R. Ross Reichard, M.D and Monica Kendall, P.A., Southern Minnesota Regional Medical Examiner's Office were present. A review of 2020 Medical Examiner Services was presented.

Eva Barr and Mark Burmeister, Wykoff Commons Board were present.

A review of the denial by County Assessor McCaslin of a tax abatement request for 2021 for Wykoff Commons was discussed. Eva Barr on behalf of Wykoff Commons presented the situation that the entity is in. Assessor McCaslin noted that he has recently approved the entity's request for the non-profit exemption for 2022. McCaslin stated that he understands the issues that the entity is having, but based on deadlines and process he had to deny their request and noted that maybe an economic abatement would be a better option for them. Chair Dahl noted that the Board will take no action to overturn the decision of the County Assessor.

The Citizen's Input portion of the meeting opened and closed at 9:49 a.m.

Kristina Kohn, Human Resources was present.

On a motion from Hindt and seconded by Lentz, the Board unanimously approved the second reading of the ID Card policy as the final version.

On a motion from Bakke and seconded by Prestby, the Board unanimously approved the second reading of the Purchasing by Credit Card policy as the final version.

On a motion from Bakke and seconded by Lentz, the Board unanimously approved second reading of the Reimbursed Expenses policy as the final version.

On a motion from Prestby and seconded by Hindt, the Board unanimously approved the request to hire Annalisea Pendl as summer Office Support in the Extension Office effective 6/7/21 as Grade 5/ Step 1 at \$17.32 per hour.

The Board's consensus was to bring back the annual review of job descriptions that were presented with modifications.

On a motion from Prestby and seconded by Bakke, the Board unanimously approved the request to advertise for replacement Feedlot Officer/ Zoning Technician as requested by the Zoning Administrator and recommended by the appointed committee.

Ron Gregg, Highway Department was present.

A motion was made by Bakke and seconded by Prestby, to pass the Fillmore County Livestock Pass Policy. The Chair called for a vote: Commissioners voting "aye": Bakke, Prestby, Hindt and Dahl. Commissioners' voting "nay": Lentz. The motion prevailed.

Bobbie Hillery, Administrator/Clerk was present.

On a motion from Bakke and seconded by Hindt, the Board unanimously approved resolution 2021-026 13<sup>th</sup> Declaration of Emergency.

A review of the calendar was done with the following committee reports and announcements given: Hindt/ Lentz, EDA.

On a motion from Hindt and seconded by Lentz, the Chair adjourned the meeting at 10:35 a.m.

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1 County Revenue Fund

## \*\*\* Fillmore County \*\*\*

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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|    | <u>Vendor Name</u>                       | <u>Rpt</u>  | <u>Amount</u> | <u>Warrant Description</u> | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u> |
|----|------------------------------------------|-------------|---------------|----------------------------|----------------------|----------------------------------|-------------|
|    | <u>No. Account/Formula</u>               | <u>Accr</u> |               | <u>Service Dates</u>       | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |             |
| 1  | DEPT                                     |             |               | General Government         |                      |                                  |             |
|    | 6917 Weber, Thomas J.                    |             |               |                            |                      |                                  |             |
|    | 01-001-000-0000-6350                     |             | 1,500.00      | February 2021 Services     | 02282021             | Unallocated Operating Expenses   | N           |
|    |                                          |             |               | 02/06/2021 02/21/2021      |                      |                                  |             |
|    | 01-001-000-0000-6350                     |             | 1,100.00      | March 2021 Services        | 03302021             | Unallocated Operating Expenses   | N           |
|    |                                          |             |               | 03/12/2021 03/21/2021      |                      |                                  |             |
|    | 01-001-000-0000-6350                     |             | 1,650.00      | April 2021 Services        | 04302021             | Unallocated Operating Expenses   | N           |
|    |                                          |             |               | 04/10/2021 04/29/2021      |                      |                                  |             |
|    | 6917 Weber, Thomas J.                    |             | 4,250.00      | 3 Transactions             |                      |                                  |             |
| 1  | DEPT Total:                              |             | 4,250.00      | General Government         | 1 Vendors            | 3 Transactions                   |             |
| 3  | DEPT                                     |             |               | Board Of Commissioners     |                      |                                  |             |
|    | 3804 Bakke/Duane                         |             |               |                            |                      |                                  |             |
|    | 01-003-000-0000-6335                     |             | 93.52         | May 2021 Mileage           |                      | Employee Automobile Allowance    | N           |
|    |                                          |             |               | 05/04/2021 05/25/2021      |                      |                                  |             |
|    | 3804 Bakke/Duane                         |             | 93.52         | 1 Transactions             |                      |                                  |             |
|    | 6732 Hindt/Lawrence E                    |             |               |                            |                      |                                  |             |
|    | 01-003-000-0000-6335                     |             | 56.79         | May 2021 Mileage           |                      | Employee Automobile Allowance    | N           |
|    |                                          |             |               | 05/04/2021 05/27/2021      |                      |                                  |             |
|    | 6732 Hindt/Lawrence E                    |             | 56.79         | 1 Transactions             |                      |                                  |             |
|    | 2081 Lentz/Mitch                         |             |               |                            |                      |                                  |             |
|    | 01-003-000-0000-6335                     |             | 20.16         | June 2021 Mileage          |                      | Employee Automobile Allowance    | N           |
|    |                                          |             |               | 06/01/2021 06/01/2021      |                      |                                  |             |
|    | 01-003-000-0000-6335                     |             | 49.28         | May 2021 Mileage           |                      | Employee Automobile Allowance    | N           |
|    |                                          |             |               | 05/04/2021 05/25/2021      |                      |                                  |             |
|    | 2081 Lentz/Mitch                         |             | 69.44         | 2 Transactions             |                      |                                  |             |
| 3  | DEPT Total:                              |             | 219.75        | Board Of Commissioners     | 3 Vendors            | 4 Transactions                   |             |
| 60 | DEPT                                     |             |               | Information Systems        |                      |                                  |             |
|    | 5874 Jaguar Communications/MetroNet Inc. |             |               |                            |                      |                                  |             |
|    | 01-060-000-0000-6285                     |             | 167.40        | April 2021 Locates         | 2027                 | Professional Fees                | N           |
|    |                                          |             |               | 04/01/2021 04/30/2021      |                      |                                  |             |
|    | 5874 Jaguar Communications/MetroNet Inc. |             | 167.40        | 1 Transactions             |                      |                                  |             |

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1 County Revenue Fund

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|     | <u>Vendor Name</u>                         | <u>Rpt</u>  |               | <u>Warrant Description</u>     | <u>Invoice #</u>     | <u>Account/Formula Descripti</u>   | <u>1099</u> |
|-----|--------------------------------------------|-------------|---------------|--------------------------------|----------------------|------------------------------------|-------------|
|     | <u>No. Account/Formula</u>                 | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u>           | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>           |             |
| 60  | DEPT Total:                                |             | 167.40        | Information Systems            | 1 Vendors            | 1 Transactions                     |             |
| 103 | DEPT                                       |             |               | Assessor                       |                      |                                    |             |
|     | 3938 MAAP- MN Assoc. of Assessment Personr |             |               |                                |                      |                                    |             |
|     | 01- 103- 000- 0000- 6245                   |             | 65.00         | Summer Conf Registration - SB  |                      | Registration Fees                  | N           |
|     |                                            |             |               | 06/01/2021 06/01/2021          |                      |                                    |             |
|     | 3938 MAAP- MN Assoc. of Assessment Personr |             | 65.00         | 1 Transactions                 |                      |                                    |             |
| 103 | DEPT Total:                                |             | 65.00         | Assessor                       | 1 Vendors            | 1 Transactions                     |             |
| 111 | DEPT                                       |             |               | Facilites Mtce                 |                      |                                    |             |
|     | 3370 Haakenson Electric, Inc               |             |               |                                |                      |                                    |             |
|     | 01- 111- 000- 0000- 6317                   |             | 59.50         | Ballast at Courthouse          | 5781                 | Building Maintenance               | N           |
|     |                                            |             |               | 06/02/2021 06/02/2021          |                      |                                    |             |
|     | 3370 Haakenson Electric, Inc               |             | 59.50         | 1 Transactions                 |                      |                                    |             |
|     | 5988 Preston Auto Parts                    |             |               |                                |                      |                                    |             |
|     | 01- 111- 000- 0000- 6580                   |             | 126.86        | Paint, Belt at FCOB, Sprayer   | 674632               | Other Repair And Maintenance Suppl | N           |
|     |                                            |             |               | 05/26/2021 05/26/2021          |                      |                                    |             |
|     | 01- 111- 000- 0000- 6316                   |             | 5.98          | Trimmer Line and Oil Mix       | 674654               | Grounds Maintenance                | N           |
|     |                                            |             |               | 05/26/2021 05/26/2021          |                      |                                    |             |
|     | 01- 111- 000- 0000- 6580                   |             | 7.99          | Silicone Caulking              | 674911               | Other Repair And Maintenance Suppl | N           |
|     |                                            |             |               | 05/28/2021 05/28/2021          |                      |                                    |             |
|     | 5988 Preston Auto Parts                    |             | 140.83        | 3 Transactions                 |                      |                                    |             |
|     | 5050 Tufte/Blaine                          |             |               |                                |                      |                                    |             |
|     | 01- 111- 000- 0000- 6335                   |             | 12.88         | May 2021 Mileage               |                      | Employee Automobile Allowance      | N           |
|     |                                            |             |               | 05/03/2021 05/28/2021          |                      |                                    |             |
|     | 5050 Tufte/Blaine                          |             | 12.88         | 1 Transactions                 |                      |                                    |             |
| 111 | DEPT Total:                                |             | 213.21        | Facilites Mtce                 | 3 Vendors            | 5 Transactions                     |             |
| 202 | DEPT                                       |             |               | Sheriff                        |                      |                                    |             |
|     | 111 Fillmore Co Treasurer- Credit Card/ACH |             |               |                                |                      |                                    |             |
|     | 01- 202- 000- 0000- 6408                   |             | 56.10         | Office Supplies                | 4477013              | Other Office Supplies              | N           |
|     |                                            |             |               | 04/25/2021 04/25/2021          |                      |                                    |             |
|     | 01- 202- 000- 0000- 6455                   |             | 10.14         | Gun Spring/Law Enforcement Sup | 5941                 | Law Enforcement Supplies           | N           |
|     |                                            |             |               | 05/19/2021 05/19/2021          |                      |                                    |             |

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1 County Revenue Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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| Vendor | Name                                   | Rpt  | Amount   | Warrant Description                                 | Invoice #     | Account/Formula Descripti        | 1099 |
|--------|----------------------------------------|------|----------|-----------------------------------------------------|---------------|----------------------------------|------|
| No.    | Account/Formula                        | Accr |          | Service Dates                                       | Paid On Bhf # | On Behalf of Name                |      |
|        | 01- 202- 000- 0000- 6245               |      | 20.00    | Training Fee - JD                                   | 8699          | Registration Fees                | N    |
|        | 01- 202- 000- 0000- 6357               |      | 330.00   | 05/12/2021 05/12/2021<br>Law Enforcement Training   | 9399, 037693  | Peace Officer Training Expense   | N    |
|        | 01- 202- 000- 0000- 6205               |      | 7.00     | 04/26/2021 05/05/2021<br>Postage                    | 9402          | Postage And Postal Box Rent      | N    |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 423.24   | 05/18/2021 05/18/2021<br>5 Transactions             |               |                                  |      |
| 5618   | Pit Stop Service, Duane Falck          |      |          |                                                     |               |                                  |      |
|        | 01- 202- 000- 0000- 6310               |      | 26.25    | Spare Squad Maintenance                             | 7354          | Contract Repairs And Maintenance | Y    |
|        | 01- 202- 000- 0000- 6310               |      | 23.80    | 02/22/2021 02/22/2021<br>#2315 Squad Service        | 7437          | Contract Repairs And Maintenance | Y    |
|        | 01- 202- 000- 0000- 6310               |      | 41.95    | 03/24/2021 03/24/2021<br>#2307 Squad Service        | 7479          | Contract Repairs And Maintenance | Y    |
|        | 01- 202- 000- 0000- 6310               |      | 55.68    | 04/07/2021 04/07/2021<br>#2307 Squad Maintenance    | 7521          | Contract Repairs And Maintenance | Y    |
|        | 01- 202- 000- 0000- 6310               |      | 143.73   | 04/26/2021 04/26/2021<br>#2315 Squad Maintenance    | 7602          | Contract Repairs And Maintenance | Y    |
| 5618   | Pit Stop Service, Duane Falck          |      | 291.41   | 05/27/2021 05/27/2021<br>5 Transactions             |               |                                  |      |
| 4998   | Southland Auto LLC                     |      |          |                                                     |               |                                  |      |
|        | 01- 202- 000- 0000- 6310               |      | 399.97   | #21003381 Accident Tow Bill                         | 5638          | Contract Repairs And Maintenance | N    |
| 4998   | Southland Auto LLC                     |      | 399.97   | 05/26/2021 05/26/2021<br>1 Transactions             |               |                                  |      |
| 202    | DEPT Total:                            |      | 1,114.62 | Sheriff                                             | 3 Vendors     | 11 Transactions                  |      |
| 251    | DEPT                                   |      |          | County Jail                                         |               |                                  |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |          |                                                     |               |                                  |      |
|        | 01- 251- 000- 0000- 6377               |      | 21.98    | Jail TV                                             | 4899          | Fees And Service Charges         | N    |
|        | 01- 251- 000- 0000- 6173               |      | 970.00   | 05/08/2021 05/08/2021<br>Uniforms (Being Paid Back) | WS53152       | Uniform Allowance                | N    |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 991.98   | 04/29/2021 04/29/2021<br>2 Transactions             |               |                                  |      |
| 4866   | MEnD CORRECTIONAL CARE, PLLC           |      |          |                                                     |               |                                  |      |
|        | 01- 251- 000- 0000- 6429               |      | 2,346.16 | Jail Medical                                        | 5732          | Nurse/Medical Service Agreement  | N    |
|        |                                        |      |          | 06/01/2021 06/30/2021                               |               |                                  |      |

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1 County Revenue Fund

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| Vendor | Name                                   | No. | Account/Formula | Accr | Rpt | Amount   | Warrant Description           | Invoice #      | Account/Formula Description        | 1099 |
|--------|----------------------------------------|-----|-----------------|------|-----|----------|-------------------------------|----------------|------------------------------------|------|
|        |                                        |     |                 |      |     |          | Service Dates                 | Paid On Bhf #  | On Behalf of Name                  |      |
| 4866   | MENd CORRECTIONAL CARE, PLLC           |     |                 |      |     | 2,346.16 |                               |                |                                    |      |
|        |                                        |     |                 |      |     |          | 1 Transactions                |                |                                    |      |
| 81511  | Preston Foods                          |     |                 |      |     |          |                               |                |                                    |      |
|        | 01- 251- 000- 0000- 6377               |     |                 |      |     | 47.63    | Jail Supplies                 | 003000581051   | Fees And Service Charges           | N    |
|        |                                        |     |                 |      |     |          | 04/28/2021 04/28/2021         |                |                                    |      |
| 81511  | Preston Foods                          |     |                 |      |     | 47.63    |                               | 1 Transactions |                                    |      |
| 251    | DEPT Total:                            |     |                 |      |     | 3,385.77 | County Jail                   | 3 Vendors      | 4 Transactions                     |      |
| 441    | DEPT                                   |     |                 |      |     |          | Public Health                 |                |                                    |      |
| 6973   | Amdahl/Erin P                          |     |                 |      |     |          |                               |                |                                    |      |
|        | 01- 441- 000- 0000- 6054               |     |                 |      |     | 21.84    | Immunization Coop Agmt #2     |                | Immunization Cooperative Agreeemer | N    |
|        |                                        |     |                 |      |     |          | 05/03/2021 05/19/2021         |                |                                    |      |
| 6973   | Amdahl/Erin P                          |     |                 |      |     | 21.84    |                               | 1 Transactions |                                    |      |
| 4752   | Logsdon/Linda                          |     |                 |      |     |          |                               |                |                                    |      |
|        | 01- 441- 000- 0000- 6054               |     |                 |      |     | 35.84    | Imm Coop Agmt #2 May 2021     |                | Immunization Cooperative Agreeemer | N    |
|        |                                        |     |                 |      |     |          | 05/04/2021 05/26/2021         |                |                                    |      |
| 4752   | Logsdon/Linda                          |     |                 |      |     | 35.84    |                               | 1 Transactions |                                    |      |
| 7141   | Simonson/Ashley                        |     |                 |      |     |          |                               |                |                                    |      |
|        | 01- 441- 000- 0000- 6054               |     |                 |      |     | 61.04    | Imm Coop Agreement #2         |                | Immunization Cooperative Agreeemer | N    |
|        |                                        |     |                 |      |     |          | 05/07/2021 05/28/2021         |                |                                    |      |
| 7141   | Simonson/Ashley                        |     |                 |      |     | 61.04    |                               | 1 Transactions |                                    |      |
| 441    | DEPT Total:                            |     |                 |      |     | 118.72   | Public Health                 | 3 Vendors      | 3 Transactions                     |      |
| 443    | DEPT                                   |     |                 |      |     |          | Nursing Service               |                |                                    |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |     |                 |      |     |          |                               |                |                                    |      |
|        | 01- 443- 000- 0000- 6242               |     |                 |      |     | 234.00   | Nutrition Academy- Membership | 4736475        | Membership Dues                    | N    |
|        |                                        |     |                 |      |     |          | 01/01/2022 12/31/2022         |                |                                    |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |     |                 |      |     | 234.00   |                               | 1 Transactions |                                    |      |
| 4177   | GATZKE/MICHELE                         |     |                 |      |     |          |                               |                |                                    |      |
|        | 01- 443- 000- 0000- 6335               |     |                 |      |     | 89.04    | Nursing Mileage May 2021      |                | Employee Automobile Allowance      | N    |
|        |                                        |     |                 |      |     |          | 05/06/2021 05/27/2021         |                |                                    |      |
| 4177   | GATZKE/MICHELE                         |     |                 |      |     | 89.04    |                               | 1 Transactions |                                    |      |

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1 County Revenue Fund

## \*\*\* Fillmore County \*\*\*

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



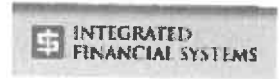
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| Vendor     | <u>Name</u>                            | <u>Rpt</u>  | <u>Amount</u> | <u>Warrant Description</u> | <u>Invoice #</u>     | <u>Account/Formula Descripti</u>      | <u>1099</u> |
|------------|----------------------------------------|-------------|---------------|----------------------------|----------------------|---------------------------------------|-------------|
| <u>No.</u> | <u>Account/Formula</u>                 | <u>Accr</u> |               | <u>Service Dates</u>       | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>              |             |
| 4752       | Logsdon/Linda                          |             |               |                            |                      |                                       |             |
|            | 01- 443- 000- 0000- 6335               |             | 90.16         | Nursing Mileage May 2021   |                      | Employee Automobile Allowance         | N           |
|            |                                        |             |               | 05/04/2021                 | 05/26/2021           |                                       |             |
| 4752       | Logsdon/Linda                          |             | 90.16         |                            | 1 Transactions       |                                       |             |
| 7141       | Simonson/Ashley                        |             |               |                            |                      |                                       |             |
|            | 01- 443- 000- 0000- 6335               |             | 34.16         | Nursing Mileage May 2021   |                      | Employee Automobile Allowance         | N           |
|            |                                        |             |               | 05/07/2021                 | 05/28/2021           |                                       |             |
| 7141       | Simonson/Ashley                        |             | 34.16         |                            | 1 Transactions       |                                       |             |
| 443        | DEPT Total:                            |             | 447.36        | Nursing Service            | 4 Vendors            | 4 Transactions                        |             |
| 446        | DEPT                                   |             |               | Mch Program                |                      |                                       |             |
| 111        | Fillmore Co Treasurer- Credit Card/ACH |             |               |                            |                      |                                       |             |
|            | 01- 446- 000- 0000- 6257               |             | 1.52          | MECSH Incentive Gifts      | 527403               | EBHV Expense                          | N           |
|            |                                        |             |               | 04/27/2021                 | 04/27/2021           |                                       |             |
| 111        | Fillmore Co Treasurer- Credit Card/ACH |             | 1.52          |                            | 1 Transactions       |                                       |             |
| 1285       | Houston County Public Health           |             |               |                            |                      |                                       |             |
|            | 01- 446- 000- 0000- 6088               |             | 4,298.59      | CTC April 2021             |                      | Houston Grant Passthrough (01- 446- N |             |
|            |                                        |             |               | 06/01/2021                 | 06/01/2021           |                                       |             |
|            | 01- 446- 000- 0000- 6088               |             | 44,504.50     | TANF April 2021            |                      | Houston Grant Passthrough (01- 446- N |             |
|            |                                        |             |               | 06/01/2021                 | 06/01/2021           |                                       |             |
|            | 01- 446- 000- 0000- 6088               |             | 1,901.90      | COVID- 19 State            |                      | Houston Grant Passthrough (01- 446- N |             |
|            |                                        |             |               | 06/01/2021                 | 06/01/2021           |                                       |             |
|            | 01- 446- 000- 0000- 6088               |             | 3,741.53      | MCH April 2021             |                      | Houston Grant Passthrough (01- 446- N |             |
|            |                                        |             |               | 06/01/2021                 | 06/01/2021           |                                       |             |
|            | 01- 446- 000- 0000- 6088               |             | 647.12        | FAP April 2021             |                      | Houston Grant Passthrough (01- 446- N |             |
|            |                                        |             |               | 06/01/2021                 | 06/01/2021           |                                       |             |
|            | 01- 446- 000- 0000- 6088               |             | 1,363.54      | SHIP April 2021            |                      | Houston Grant Passthrough (01- 446- N |             |
|            |                                        |             |               | 06/01/2021                 | 06/01/2021           |                                       |             |
| 1285       | Houston County Public Health           |             | 56,457.18     |                            | 6 Transactions       |                                       |             |
| 446        | DEPT Total:                            |             | 56,458.70     | Mch Program                | 2 Vendors            | 7 Transactions                        |             |
| 1          | Fund Total:                            |             | 66,440.53     | County Revenue Fund        |                      | 43 Transactions                       |             |



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12 INFRA FUND

# \*\*\* Fillmore County \*\*\*



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

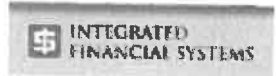
Page 7

|     | <u>Vendor Name</u>             | <u>Rpt</u>  |               | <u>Warrant Description</u>          | <u>Invoice #</u>     | <u>Account/Formula Descripti</u>    | <u>1099</u> |
|-----|--------------------------------|-------------|---------------|-------------------------------------|----------------------|-------------------------------------|-------------|
|     | <u>No. Account/Formula</u>     | <u>Accr</u> | <u>Amount</u> | <u>Service Dates</u>                | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>            |             |
| 610 | DEPT                           |             |               | Greenleafton Septic System District |                      |                                     |             |
|     | 5147 Gopher Septic Service Inc |             |               |                                     |                      |                                     |             |
|     | 12- 610- 000- 0000- 6623       |             | 2,246.63      | Greenleafton Septic Maint.          | 40085                | Greenleafton Septic System Expenses | N           |
|     |                                |             |               | 05/10/2021 05/10/2021               |                      |                                     |             |
|     | 5147 Gopher Septic Service Inc |             | 2,246.63      | 1 Transactions                      |                      |                                     |             |
| 610 | DEPT Total:                    |             | 2,246.63      | Greenleafton Septic System District | 1 Vendors            | 1 Transactions                      |             |
| 12  | Fund Total:                    |             | 2,246.63      | INFRA FUND                          |                      | 1 Transactions                      |             |

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13 County Road & Bridge

# \*\*\* Fillmore County \*\*\*

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



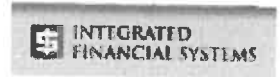
Page 8

| Vendor | Name                                   | Rpt  | Amount   | Warrant Description         | Invoice #     | Account/Formula Descripti          | 1099 |
|--------|----------------------------------------|------|----------|-----------------------------|---------------|------------------------------------|------|
| No.    | Account/Formula                        | Accr |          | Service Dates               | Paid On Bhf # | On Behalf of Name                  |      |
| 300    | DEPT                                   |      |          | Highway Administration      |               |                                    |      |
| 5366   | Mn Society Of Professional Surveyor    |      |          |                             |               |                                    |      |
|        | 13- 300- 000- 0000- 6241               |      | 100.00   | 5/2 surveyor ad             | 200004825     | Advertising                        | N    |
| 5366   | Mn Society Of Professional Surveyor    |      | 100.00   | 1 Transactions              |               |                                    |      |
| 300    | DEPT Total:                            |      | 100.00   | Highway Administration      | 1 Vendors     | 1 Transactions                     |      |
| 320    | DEPT                                   |      |          | Highway Construction        |               |                                    |      |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      |          |                             |               |                                    |      |
|        | 13- 320- 000- 0000- 6501               |      | 50.88    | 5/21 supplies               |               | Engineering And Surveying Supplies | N    |
| 111    | Fillmore Co Treasurer- Credit Card/ACH |      | 50.88    | 1 Transactions              |               |                                    |      |
| 320    | DEPT Total:                            |      | 50.88    | Highway Construction        | 1 Vendors     | 1 Transactions                     |      |
| 330    | DEPT                                   |      |          | Equipment Maintenance Shops |               |                                    |      |
| 5826   | Culligan Water                         |      |          |                             |               |                                    |      |
|        | 13- 330- 000- 0000- 6317               |      | 32.95    | 5/31 drinking water         | 588X01112706  | Building Maintenance               | N    |
| 5826   | Culligan Water                         |      | 32.95    | 1 Transactions              |               |                                    |      |
| 5751   | Fastenal Company                       |      |          |                             |               |                                    |      |
|        | 13- 330- 000- 0000- 6576               |      | 143.34   | 5/7 supplies                | 88387         | Shop Supplies & Tools              | N    |
|        | 13- 330- 000- 0000- 6576               |      | 155.44   | 5/7 supplies                | 88406         | Shop Supplies & Tools              | N    |
|        | 13- 330- 000- 0000- 6576               |      | 10.95    | 5/7 supplies                | 88440         | Shop Supplies & Tools              | N    |
|        | 13- 330- 000- 0000- 6576               |      | 12.78    | 5/21 supplies               | 88548         | Shop Supplies & Tools              | N    |
| 5751   | Fastenal Company                       |      | 322.51   | 4 Transactions              |               |                                    |      |
| 6696   | H & L Mesabi Company                   |      |          |                             |               |                                    |      |
|        | 13- 330- 000- 0000- 6575               |      | 7,133.64 | 5/10 cutting edges          | 8340          | Machinery Parts                    | N    |
| 6696   | H & L Mesabi Company                   |      | 7,133.64 | 1 Transactions              |               |                                    |      |
| 1767   | Isaac and Jake's Repair                |      |          |                             |               |                                    |      |
|        | 13- 330- 000- 0000- 6575               |      | 75.00    | 5/5 labor                   | 399598        | Machinery Parts                    | N    |
|        | 13- 330- 000- 0000- 6575               |      | 125.00   | 5/5 parts                   | 399598        | Machinery Parts                    | N    |
|        | 13- 330- 000- 0000- 6575               |      | 367.87   | 4/23 parts                  | 399599        | Machinery Parts                    | N    |
|        | 13- 330- 000- 0000- 6575               |      | 480.00   | 4/23 labor                  | 399599        | Machinery Parts                    | N    |
| 1767   | Isaac and Jake's Repair                |      | 1,047.87 | 4 Transactions              |               |                                    |      |
| 83550  | Kelly Printing & Signs LLC             |      |          |                             |               |                                    |      |

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13 County Road & Bridge

# \*\*\* Fillmore County \*\*\*

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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| Vendor     | <u>Name</u>                 | <u>Rpt</u>  | <u>Amount</u> | <u>Warrant Description</u>  | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u> |
|------------|-----------------------------|-------------|---------------|-----------------------------|----------------------|----------------------------------|-------------|
| <u>No.</u> | <u>Account/Formula</u>      | <u>Accr</u> |               | <u>Service Dates</u>        | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |             |
|            | 13- 330- 000- 0000- 6575    |             | 12.00         | 4/12 parts                  | 39471                | Machinery Parts                  | N           |
|            | 13- 330- 000- 0000- 6575    |             | 12.00         | 5/6 parts                   | 39689                | Machinery Parts                  | N           |
| 83550      | Kelly Printing & Signs LLC  |             | 24.00         |                             |                      |                                  |             |
|            |                             |             |               | 2 Transactions              |                      |                                  |             |
| 9135       | Kris Engineering Inc        |             |               |                             |                      |                                  |             |
|            | 13- 330- 000- 0000- 6575    |             | 11,540.00     | 5/10 cutting edges          | 34923                | Machinery Parts                  | N           |
| 9135       | Kris Engineering Inc        |             | 11,540.00     |                             |                      |                                  |             |
|            |                             |             |               | 1 Transactions              |                      |                                  |             |
| 7100       | North Central International |             |               |                             |                      |                                  |             |
|            | 13- 330- 000- 0000- 6575    |             | 96.06         | 5/24 parts                  | X22400209801         | Machinery Parts                  | N           |
| 7100       | North Central International |             | 96.06         |                             |                      |                                  |             |
|            |                             |             |               | 1 Transactions              |                      |                                  |             |
| 6286       | World Fuel Services Inc     |             |               |                             |                      |                                  |             |
|            | 13- 330- 000- 0000- 6565    |             | 291.50        | 5/17 motor oil              | 117502               | Motor Oil And Lubricants         | N           |
| 6286       | World Fuel Services Inc     |             | 291.50        |                             |                      |                                  |             |
|            |                             |             |               | 1 Transactions              |                      |                                  |             |
| 330        | DEPT Total:                 |             | 20,488.53     | Equipment Maintenance Shops | 8 Vendors            | 15 Transactions                  |             |
| 13         | Fund Total:                 |             | 20,639.41     | County Road & Bridge        |                      | 17 Transactions                  |             |

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14 Sanitation Fund

# \*\*\* Fillmore County \*\*\*

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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| Vendor No. | Name Account/Formula                       | Rpt Accr | Amount    | Warrant Description Service Dates | Invoice # Paid On Bhf # | Account/Formula Description On Behalf of Name | 1099 |
|------------|--------------------------------------------|----------|-----------|-----------------------------------|-------------------------|-----------------------------------------------|------|
| 390        | DEPT                                       |          |           | Resource Recovery Center          |                         |                                               |      |
|            | 6150 Cintas Corporation No.2               |          |           |                                   |                         |                                               |      |
|            | 14- 390- 000- 0000- 6377                   |          | 8.92      | Uniforms                          | 4085010020              | Fees And Service Charges                      | N    |
|            |                                            |          |           | 05/21/2021 05/21/2021             |                         |                                               |      |
|            | 14- 390- 000- 0000- 6377                   |          | 13.24     | Uniforms                          | 4085701726              | Fees And Service Charges                      | N    |
|            |                                            |          |           | 05/28/2021 05/28/2021             |                         |                                               |      |
|            | 6150 Cintas Corporation No.2               |          | 22.16     | 2 Transactions                    |                         |                                               |      |
|            | 3634 Spring Valley Overhead Door Company L |          |           |                                   |                         |                                               |      |
|            | 14- 390- 000- 0000- 6311                   |          | 208.50    | Recycling Door Repair             | 47905                   | Miscellaneous Repairs And Maintenance         | N    |
|            |                                            |          |           | 05/13/2021 05/13/2021             |                         |                                               |      |
|            | 3634 Spring Valley Overhead Door Company L |          | 208.50    | 1 Transactions                    |                         |                                               |      |
| 390        | DEPT Total:                                |          | 230.66    | Resource Recovery Center          | 2 Vendors               | 3 Transactions                                |      |
| 391        | DEPT                                       |          |           | Score Grant Program               |                         |                                               |      |
|            | 6333 Dynamic Lifecycle Innovations Inc.    |          |           |                                   |                         |                                               |      |
|            | 14- 391- 000- 0000- 6861                   |          | 2,517.99  | TV Recycling                      | I- 60305                | Recycling Operation Expense                   | N    |
|            |                                            |          |           | 05/12/2021 05/12/2021             |                         |                                               |      |
|            | 6333 Dynamic Lifecycle Innovations Inc.    |          | 2,517.99  | 1 Transactions                    |                         |                                               |      |
|            | 8757 OSI Environmental, Inc                |          |           |                                   |                         |                                               |      |
|            | 14- 391- 000- 0000- 6861                   |          | 150.00    | Oil Collection                    | 2092174                 | Recycling Operation Expense                   | N    |
|            |                                            |          |           | 05/21/2021 05/21/2021             |                         |                                               |      |
|            | 14- 391- 000- 0000- 6861                   |          | 185.00    | Oil Filters & Antifreeze          | 2092224                 | Recycling Operation Expense                   | N    |
|            |                                            |          |           | 05/21/2021 05/21/2021             |                         |                                               |      |
|            | 8757 OSI Environmental, Inc                |          | 335.00    | 2 Transactions                    |                         |                                               |      |
| 391        | DEPT Total:                                |          | 2,852.99  | Score Grant Program               | 2 Vendors               | 3 Transactions                                |      |
| 14         | Fund Total:                                |          | 3,083.65  | Sanitation Fund                   |                         | 6 Transactions                                |      |
|            | Final Total:                               |          | 92,410.22 | 39 Vendors                        | 67 Transactions         |                                               |      |

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# \*\*\* Fillmore County \*\*\*

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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## Recap by Fund

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>          |
|-------------|---------------|----------------------|
| 1           | 66,440.53     | County Revenue Fund  |
| 12          | 2,246.63      | INFRA FUND           |
| 13          | 20,639.41     | County Road & Bridge |
| 14          | 3,083.65      | Sanitation Fund      |
| All Funds   | 92,410.22     | Total                |

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80 Taxes And Penalties Fund

# \*\*\* Fillmore County \*\*\*



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

| Vendor No. | Name<br>Account/Formula                                        | Accr | Rpt<br>Amount | Warrant Description<br>Service Dates                    | Invoice #<br>Paid On Bhf # | Account/Formula Descripti<br>On Behalf of Name | 1099 |
|------------|----------------------------------------------------------------|------|---------------|---------------------------------------------------------|----------------------------|------------------------------------------------|------|
| 18         | Chatfield Public School #227<br>80- 888- 000- 0000- 6804       |      | 785,615.51    | 2021 May School Tax Settlement<br>06/02/2021 06/02/2021 |                            | For Other Agencies                             | N    |
| 18         | Chatfield Public School #227                                   |      | 785,615.51    | 1 Transactions                                          |                            |                                                |      |
| 19         | Fillmore Central SD #2198<br>80- 888- 000- 0000- 6804          |      | 784,489.57    | 2021 May School Tax Settlement<br>06/02/2021 06/02/2021 |                            | For Other Agencies                             | N    |
| 19         | Fillmore Central SD #2198                                      |      | 784,489.57    | 1 Transactions                                          |                            |                                                |      |
| 23659      | Kingsland School Dist 2137<br>80- 888- 000- 0000- 6804         |      | 829,178.64    | 2021 May School Tax Settlement<br>06/02/2021 06/02/2021 |                            | For Other Agencies                             | N    |
| 23659      | Kingsland School Dist 2137                                     |      | 829,178.64    | 1 Transactions                                          |                            |                                                |      |
| 23831      | Lanesboro School Dist 229<br>80- 888- 000- 0000- 6804          |      | 464,835.04    | 2021 May School Tax Settlement<br>06/02/2021 06/02/2021 |                            | For Other Agencies                             | N    |
| 23831      | Lanesboro School Dist 229                                      |      | 464,835.04    | 1 Transactions                                          |                            |                                                |      |
| 420        | Leroy- Ostrander School Dist 499<br>80- 888- 000- 0000- 6804   |      | 125,188.75    | 2021 May School Tax Settlement<br>06/02/2021 06/02/2021 |                            | For Other Agencies                             | N    |
| 420        | Leroy- Ostrander School Dist 499                               |      | 125,188.75    | 1 Transactions                                          |                            |                                                |      |
| 24161      | Mabel- Canton SD 238<br>80- 888- 000- 0000- 6804               |      | 465,403.27    | 2021 May School Tax Settlement<br>06/02/2021 06/02/2021 |                            | For Other Agencies                             | N    |
| 24161      | Mabel- Canton SD 238                                           |      | 465,403.27    | 1 Transactions                                          |                            |                                                |      |
| 25809      | Rushford- Peterson School Dist 239<br>80- 888- 000- 0000- 6804 |      | 711,389.61    | 2021 May School Tax Settlement<br>06/02/2021 06/02/2021 |                            | For Other Agencies                             | N    |
| 25809      | Rushford- Peterson School Dist 239                             |      | 711,389.61    | 1 Transactions                                          |                            |                                                |      |
| 421        | St Charles School Dist 858<br>80- 888- 000- 0000- 6804         |      | 1,025.98      | 2021 May School Tax Settlement<br>06/02/2021 06/02/2021 |                            | For Other Agencies                             | N    |
| 421        | St Charles School Dist 858                                     |      | 1,025.98      | 1 Transactions                                          |                            |                                                |      |

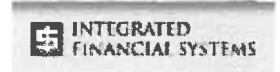
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80 Taxes And Penalties Fund

# \*\*\* Fillmore County \*\*\*



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 3

| <u>Vendor</u>  | <u>Name</u>                                              | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>                                        | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|----------------|----------------------------------------------------------|-------------|----------------------------|---------------------------------------------------------|----------------------------------|--------------------------|
| <u>No.</u>     | <u>Account/Formula</u>                                   | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>                                    | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 419            | Stewartville School Dist 534<br>80- 888- 000- 0000- 6804 |             | 78,917.23                  | 2021 May School Tax Settlement<br>06/02/2021 06/02/2021 | For Other Agencies               | N                        |
| 419            | Stewartville School Dist 534                             |             | 78,917.23                  | 1 Transactions                                          |                                  |                          |
| 80 Fund Total: |                                                          |             | 4,246,043.60               | Taxes And Penalties Fund                                | 9 Vendors                        | 9 Transactions           |
| Final Total:   |                                                          |             | 4,246,043.60               | 9 Vendors                                               | 9 Transactions                   |                          |

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# \*\*\* Fillmore County \*\*\*



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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**Recap by Fund**

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>              |
|-------------|---------------|--------------------------|
| 80          | 4,246,043.60  | Taxes And Penalties Fund |
| All Funds   | 4,246,043.60  | Total                    |

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1 County Revenue Fund

## \*\*\* Fillmore County \*\*\*



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 2

| <u>Vendor Name</u>                       | <u>No.</u> | <u>Account/Formula</u> | <u>Accr</u> | <u>Rpt</u> | <u>Amount</u> | <u>Warrant Description</u>     | <u>Service Dates</u>  | <u>Invoice #</u>     | <u>Account/Formula Descripti</u>  | <u>1099</u> |
|------------------------------------------|------------|------------------------|-------------|------------|---------------|--------------------------------|-----------------------|----------------------|-----------------------------------|-------------|
|                                          |            |                        |             |            |               |                                |                       | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>          |             |
| 4855 B&B Olympic Bowl                    |            | 01-251-000-0000-6379   |             |            | 1,800.00      | May Board of Prisoners         | 05/01/2021 05/31/2021 |                      | Board Of Prisoners                | N           |
| 4855 B&B Olympic Bowl                    |            |                        |             |            | 1,800.00      |                                | 1 Transactions        |                      |                                   |             |
| 3219 Centurylink                         |            | 01-251-000-0000-6203   |             |            | 6.11          | Sheriff Long Distance 82944125 | 04/24/2021 05/24/2021 | 223279958            | Telephone                         | N           |
| 3219 Centurylink                         |            |                        |             |            | 6.11          |                                | 1 Transactions        |                      |                                   |             |
| 85440 Centurylink                        |            | 01-203-000-0000-6203   |             |            | 50.27         | Sheriff Spring Valley Phone    | 05/26/2021 06/25/2021 | 301264120            | Telephone                         | N           |
|                                          |            | 01-251-000-0000-6203   |             |            | 70.50         | Sheriff Phones                 | 05/26/2021 06/25/2021 | 406899378            | Telephone                         | N           |
| 85440 Centurylink                        |            |                        |             |            | 120.77        |                                | 2 Transactions        |                      |                                   |             |
| 6094 MN Energy Resources Corporation     |            | 01-111-000-0000-6255   |             |            | 936.08        | Courthouse & FCOB Gas          | 04/21/2021 05/20/2021 | 3725050727           | Gas                               | N           |
| 6094 MN Energy Resources Corporation     |            |                        |             |            | 936.08        |                                | 1 Transactions        |                      |                                   |             |
| 4156 SE Minnesota EMS                    |            | 01-149-000-0000-6802   |             |            | 5,000.00      | 2021 Appropriation             | 01/01/2021 12/31/2021 | 103                  | Appropriations                    | N           |
| 4156 SE Minnesota EMS                    |            |                        |             |            | 5,000.00      |                                | 1 Transactions        |                      |                                   |             |
| 437 Thomson Reuters- West Payment Center |            | 01-014-000-0000-6451   |             |            | 376.47        | West Info - April 2021         | 04/01/2021 04/30/2021 | 844293725            | Reference Materials               | N           |
| 437 Thomson Reuters- West Payment Center |            |                        |             |            | 376.47        |                                | 1 Transactions        |                      |                                   |             |
| 2357 Verizon Wireless                    |            | 01-062-000-0000-6462   |             |            | 360.09        | Election Jetpacks              | 04/25/2021 05/24/2021 | 9880531617           | Other Election Supplies           | Y           |
|                                          |            | 01-202-000-0000-6206   |             |            | 1,341.70      | Deputy Cell Phones             | 04/25/2021 05/24/2021 | 9880531617           | Employee Electronic Device Reimbu | Y           |
| 2357 Verizon Wireless                    |            |                        |             |            | 1,701.79      |                                | 2 Transactions        |                      |                                   |             |

1 Fund Total:

9,941.22

County Revenue Fund

7 Vendors

9 Transactions

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13 County Road &amp; Bridge

## \*\*\* Fillmore County \*\*\*



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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| Vendor         | Name                            |      | Rpt |          | Warrant Description  | Invoice #     | Account/Formula Descripti | 1099 |
|----------------|---------------------------------|------|-----|----------|----------------------|---------------|---------------------------|------|
| No.            | Account/Formula                 | Accr |     | Amount   | Service Dates        | Paid On Bhf # | On Behalf of Name         |      |
| 4369           | AcenTek                         |      |     |          |                      |               |                           |      |
|                | 13- 300- 000- 0000- 6203        |      |     | 113.55   | 6/1 telephone        | 11892202      | Telephone                 | N    |
|                | 13- 300- 000- 0000- 6203        |      |     | 99.66    | 6/1 telephone        | 11897717      | Telephone                 | N    |
| 4369           | AcenTek                         |      |     | 213.21   | 2 Transactions       |               |                           |      |
| 3219           | Centurylink                     |      |     |          |                      |               |                           |      |
|                | 13- 300- 000- 0000- 6203        |      |     | 1.96     | 5/24 telephone       | 223278261     | Telephone                 | N    |
| 3219           | Centurylink                     |      |     | 1.96     | 1 Transactions       |               |                           |      |
| 85440          | Centurylink                     |      |     |          |                      |               |                           |      |
|                | 13- 300- 000- 0000- 6203        |      |     | 117.25   | 5/26 telephone       | 301264100     | Telephone                 | N    |
|                | 13- 300- 000- 0000- 6203        |      |     | 234.27   | 5/26 telephone       | 301269901     | Telephone                 | N    |
| 85440          | Centurylink                     |      |     | 351.52   | 2 Transactions       |               |                           |      |
| 2208           | City of Canton - Hwy dept       |      |     |          |                      |               |                           |      |
|                | 13- 330- 000- 0000- 6251        |      |     | 75.95    | 5/27 utilities       | 510- 00- 9    | Electricity               | N    |
| 2208           | City of Canton - Hwy dept       |      |     | 75.95    | 1 Transactions       |               |                           |      |
| 288            | City Of Peterson                |      |     |          |                      |               |                           |      |
|                | 13- 330- 000- 0000- 6251        |      |     | 181.50   | 5/20 utilities       | 108A          | Electricity               | N    |
| 288            | City Of Peterson                |      |     | 181.50   | 1 Transactions       |               |                           |      |
| 1829           | Frontier Communications         |      |     |          |                      |               |                           |      |
|                | 13- 300- 000- 0000- 6203        |      |     | 76.36    | 5/22 telephone       | 5079373211    | Telephone                 | N    |
| 1829           | Frontier Communications         |      |     | 76.36    | 1 Transactions       |               |                           |      |
| 6094           | MN Energy Resources Corporation |      |     |          |                      |               |                           |      |
|                | 13- 330- 000- 0000- 6255        |      |     | 186.40   | 5/21 natural gas     | 0502625354    | Gas                       | N    |
| 6094           | MN Energy Resources Corporation |      |     | 186.40   | 1 Transactions       |               |                           |      |
| 343            | Spring Valley Public Utilities  |      |     |          |                      |               |                           |      |
|                | 13- 330- 000- 0000- 6251        |      |     | 313.19   | 5/25 utilities       | 1124          | Electricity               | N    |
| 343            | Spring Valley Public Utilities  |      |     | 313.19   | 1 Transactions       |               |                           |      |
| 13 Fund Total: |                                 |      |     | 1,400.09 | County Road & Bridge | 8 Vendors     | 10 Transactions           |      |

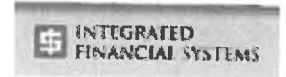
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23 County Airport Fund

# \*\*\* Fillmore County \*\*\*



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 4

| <u>Vendor Name</u>         | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>     | <u>Account/Formula Descripti</u> | <u>1099</u> |
|----------------------------|-------------|----------------------------|----------------------|----------------------------------|-------------|
| <u>No. Account/Formula</u> | <u>Accr</u> | <u>Service Dates</u>       | <u>Paid On Bhf #</u> | <u>On Behalf of Name</u>         |             |
| 85440 Centurylink          |             |                            |                      |                                  |             |
| 23-350-000-0000-6203       | 59.73       | Telephone 05/26 - 06/25    | 301269908            | Telephone                        | N           |
|                            |             | 05/26/2021 06/25/2021      |                      |                                  |             |
| 23-350-000-0000-6203       | 133.96      | Telephone 05/26 - 06/25    | 310269537            | Telephone                        | N           |
|                            |             | 05/26/2021 06/25/2021      |                      |                                  |             |
| 85440 Centurylink          | 193.69      | 2 Transactions             |                      |                                  |             |
| 23 Fund Total:             | 193.69      | County Airport Fund        | 1 Vendors            | 2 Transactions                   |             |
| Final Total:               | 11,535.00   | 16 Vendors                 | 21 Transactions      |                                  |             |

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# \*\*\* Fillmore County \*\*\*

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Page 5

**Recap by Fund**

| <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>          |
|-------------|---------------|----------------------|
| 1           | 9,941.22      | County Revenue Fund  |
| 13          | 1,400.09      | County Road & Bridge |
| 23          | 193.69        | County Airport Fund  |
| All Funds   | 11,535.00     | Total                |

Approved by,

.....  
.....  
.....

# Performance Measurement Program

## The Program

In 2010, the Legislature created the Council on Local Results and Innovation. In February 2011, the Council released a standard set of ten performance measures for counties and ten performance measures for cities that will aid residents, taxpayers, and state and local elected officials in determining the efficacy of counties and cities in providing services and measure residents' opinions of those services. In February of 2012, the Council created a comprehensive performance measurement system for cities and counties to implement. In 2013, the Council revised the performance measures and clarified the system requirements to increase participation in the program.

## Participation by Cities and Counties

Participation in the standard measures program by a city or a county is voluntary. Counties and cities that choose to participate in the standard measures program must officially adopt and implement the ten minimum performance measures and system developed by the Council.

## Benefits

A county or city that elects to participate in the standard measures/performance measurement program is eligible for a reimbursement of \$0.14 per capita, not to exceed \$25,000 and is also exempt from levy limits under sections 275.70 to 275.74 for taxes payable in the following calendar year, if levy limits are in effect. However, participation in the standard measures/performance measurement program does not exempt a county or city from the new 2013 property tax levy limits, which are found in a different section of law.

## Reporting Requirements

In order to receive the per capita reimbursement and levy limit exemption, counties and cities must:

File a report with the Office of the State Auditor by **July 1**. This report will consist of:

- 1) A **resolution** approved by the city council or county board declaring that:
  - The city/county has adopted and implemented the minimum 10 performance measures from each applicable service category and the system developed by the Council on Local Results and Innovation (PDF format).
  - The city/county will report the results of the measures to its residents before the end of the calendar year through publication, direct mailing, posting on the entity's website, or through a public hearing at which the budget and levy will be discussed and public input allowed (PDF format).
- 2) A **document** showing the actual results of the performance measures adopted by the city/county (PDF format).

2022 Options

## Standard Measures for Counties

| Category                                | #    | Measure                                                                                                                                                                                           | Notes:                                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Public Safety                           | 1.   | Part I and II Crime Rates                                                                                                                                                                         | Submit data as reported by the Minnesota Bureau of Criminal Apprehension                                                                                                                                                                                                                                                                    |
|                                         | 2.   | Citizens' rating of safety in their community (survey data, provide year completed and total responses)                                                                                           | Example of responses: excellent, good, fair, poor                                                                                                                                                                                                                                                                                           |
|                                         | 3.   | Deputy Response Time                                                                                                                                                                              | Time it takes on top-priority calls from dispatch to the first officer on scene                                                                                                                                                                                                                                                             |
|                                         | 4.   | Percent of adult offenders with a new felony conviction within 3 years of discharge                                                                                                               | MN Sentencing Guidelines Commission                                                                                                                                                                                                                                                                                                         |
|                                         | 5.*  | Total number of accidents that occur on County State Aid Highways, County Roads and Un-Organized Township Roads that involve fatalities and injury                                                | Available in Towards Zero Death reports                                                                                                                                                                                                                                                                                                     |
| Public Works                            | 6.   | Hours to plow complete system during a snow event                                                                                                                                                 | County records                                                                                                                                                                                                                                                                                                                              |
|                                         | 7.   | Average county pavement condition rating                                                                                                                                                          | Pavement Quality/Condition Index. Provide average rating and the rating system program/type. Example, 70 rating on the Pavement Condition Index (PCI).                                                                                                                                                                                      |
|                                         | 8.   | Citizens' rating of the road conditions in their county (survey data, provide year completed and total responses)                                                                                 | Example of responses: excellent, good, fair, poor. Alternatively: good condition, mostly good condition, many bad spots                                                                                                                                                                                                                     |
| Public Health, Social Services          | 9.*  | Average Bridge Sufficiency Rating                                                                                                                                                                 | County records/MN Dept of Transportation                                                                                                                                                                                                                                                                                                    |
|                                         | 10.  | General life expectancy                                                                                                                                                                           | <a href="http://www.healthmetricsandevaluation.org/tools/data-visualization/life-expectancy-county-and-sex-us-country-comparison-global-1989-1999-2009#overview/explore">http://www.healthmetricsandevaluation.org/tools/data-visualization/life-expectancy-county-and-sex-us-country-comparison-global-1989-1999-2009#overview/explore</a> |
|                                         | 11.  | Tobacco and Alcohol Use                                                                                                                                                                           | <a href="http://www.countyhealthrankings.org">www.countyhealthrankings.org</a>                                                                                                                                                                                                                                                              |
|                                         | 12.  | Workforce participation rate among MFIP and DWP recipients                                                                                                                                        | Defined as "Percent of MFIP/DWP adults working 30 or more hours per week or off cash assistance three years after baseline"; data available from MN Dept of Human Services                                                                                                                                                                  |
| Property Records, Valuation, Assessment | 13.  | Percentage of children where there is a recurrence of maltreatment within 12 months following an intervention                                                                                     | County records                                                                                                                                                                                                                                                                                                                              |
|                                         | 14.* | Child Support Program Cost Effectiveness                                                                                                                                                          | Recommended from 2012 Steering Committee report; Available from MN Dept of Human Services                                                                                                                                                                                                                                                   |
|                                         | 15.* | Percentage of low birth-weight births                                                                                                                                                             | MN Dept of Human Services or <a href="http://www.countyhealthrankings.org">www.countyhealthrankings.org</a>                                                                                                                                                                                                                                 |
|                                         | 16.  | Level of assessment ratio                                                                                                                                                                         | If the median ratio falls between 90% and 105%, the level of assessment is determined to be acceptable; median ratio requested for all 3 types of assessment ratios submitted to Dept of Revenue                                                                                                                                            |
|                                         | 17*  | Turn-around time for recording, indexing and returning real estate documents                                                                                                                      | County records, MN Statutes 357.182, Subd 6 require a 10 day turn around time by the year 2011, 90% of the time                                                                                                                                                                                                                             |
| Elections                               | 18.  | Accuracy of post-election audit (% of ballots counted accurately)                                                                                                                                 | County records                                                                                                                                                                                                                                                                                                                              |
|                                         | 19.  | Percent of veterans surveyed who said their questions were answered when seeking benefit information from their County Veterans' Office (survey data, provide year completed and total responses) | Survey data                                                                                                                                                                                                                                                                                                                                 |
| Parks, Libraries                        | 20.* | Dollars brought into county for veterans' benefits                                                                                                                                                | Federal and State dollars (this measure was recommended by 2008 OLA report)                                                                                                                                                                                                                                                                 |
|                                         | 21.* | Percentage of veterans receiving federal benefits                                                                                                                                                 | This measure was recommended by 2008 OLA report                                                                                                                                                                                                                                                                                             |
|                                         | 22.  | Citizens' rating of the quality of county parks, recreational programs, and/or facilities (survey data, provide year completed and total responses)                                               | Example of responses: excellent, good, fair, poor                                                                                                                                                                                                                                                                                           |
| Budget, Financial Environment           | 23.  | Number of annual visits per 1,000 residents                                                                                                                                                       | County records. (Number of visits / Population) x 1,000 = visits per 1,000 residents                                                                                                                                                                                                                                                        |
|                                         | 24*  | Bond rating                                                                                                                                                                                       | Standard & Poor's Ratings Services or Moody's Investor Services                                                                                                                                                                                                                                                                             |
|                                         | 25*  | Debt service levy per capita; outstanding debt per capita                                                                                                                                         | County records, Comprehensive Annual Financial Report                                                                                                                                                                                                                                                                                       |
|                                         | 26*  | Recycling percentage                                                                                                                                                                              | Available in the SCORE report                                                                                                                                                                                                                                                                                                               |
|                                         | 27*  | Amount of hazardous household waste and electronics collected                                                                                                                                     | County records                                                                                                                                                                                                                                                                                                                              |

\*New or amended measure

RESOLUTION

FILLMORE COUNTY BOARD OF COMMISSIONERS  
Preston, Minnesota 55965

2021  
approved  
measures

Date July 7, 2020 Resolution No. 2020-XXX

Motion by Commissioner \_\_\_\_\_ Second by Commissioner \_\_\_\_\_

**WHEREAS** The Fillmore County Board of Commissioners has adopted the following mission: Fillmore County's mission is to provide quality services to the citizens in an efficient, cost effective manner; and  
**WHEREAS** Setting goals and measuring results of each year's expenditures helps accomplish that overall mission; and  
**WHEREAS** Fillmore Department Heads have determined the following goals and recommend that the Board adopt the goals to provide quality and efficient, cost effective service to the citizens of Fillmore County.  
**NOW THEREFORE BE IT RESOLVED** That the Fillmore County Board of Commissioners adopts the following goals for the upcoming year.

| FILLMORE COUNTY GOALS                                                                                                                                                            | MEASURES - SUMMARY                                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| 1) Reduce the total number of accidents that occur on County State Aid Highways, County Roads and Un-Organized Township Roads that involve fatalities and injury from prior year | Available in Towards Zero Death Reports                                                                      |
| 2) Maintain Pavement Quality Index rating of 72                                                                                                                                  | MN Dept. of Transportation records                                                                           |
| 3) Tobacco use among adults to national benchmark                                                                                                                                | County Health Rankings                                                                                       |
| 4) Child Support Program Cost Effectiveness                                                                                                                                      | Recommended from 2012 Steering Committee report; Available from MN Dept. of Human Services                   |
| 5) Percentage of low birth-weight births                                                                                                                                         | MN Dept. of Human Services or <a href="http://www.countyhealthrankings.org">www.countyhealthrankings.org</a> |
| 6) Median ratio between 90% and 105% for 3 types of assessment ratios                                                                                                            | Department of Revenue records                                                                                |
| 7) Meet 10 day turn-around time for document recording                                                                                                                           | MN Statutes 357.182, Subd. 6 standard, 90% of the time                                                       |
| 8) 100% post-election results                                                                                                                                                    | State/County records                                                                                         |
| 9) Increase by 5% State and Federal dollars brought into county for veterans benefits                                                                                            | Federal and State dollars (this measure was recommended by 2008 OLA report)                                  |
| 10) Maintain 85% of veterans receiving services and/or benefits                                                                                                                  | This measure was recommended by 2008 OLA report                                                              |
| 11) Goal of 7200 per 1000 residents for annual library visits                                                                                                                    | Southeastern Libraries Cooperating (SELCO) records                                                           |
| 12) Goal to keep debt service levy under 10%                                                                                                                                     | County records, Comprehensive Annual Financial Report                                                        |
| 13) Goal of 40% recycling rate of Municipal Solid Waste                                                                                                                          | SCORE report                                                                                                 |

**VOTING AYE**

Commissioners      Prestby ☐      Dahl ☐      Bakke ☐      Hindt ☐      Lentz ☐

**VOTING NAY**

Commissioners      Prestby ☐      Dahl ☐      Bakke ☐      Hindt ☐      Lentz ☐

STATE OF MINNESOTA  
COUNTY OF FILLMORE

I, Bobbie Hillery, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 7th day of July, 2020.

Witness my hand and official seal at Preston, Minnesota the 7th day of July, 2020.

SEAL

Bobbie Hillery, Administrator/Clerk  
Fillmore County Board of Commissioners

**RESOLUTION**

**FILLMORE COUNTY BOARD OF COMMISSIONERS  
Preston, Minnesota 55965**

Date June 8, 2021 Resolution No. 2021 - XXX

Motion by Commissioner \_\_\_\_\_ Second by Commissioner \_\_\_\_\_

**WHEREAS,** In 2010, the Minnesota Legislature created the Council on Local Results and Innovation; and  
**WHEREAS,** The Council on Local Results and Innovation developed a standard set of performance measures that will aid residents, taxpayers, and state and local elected officials in determining the efficacy of counties in providing services and measure residents' opinion of those services; and  
**WHEREAS,** Benefits to Fillmore County are outlined in MS 6.91 and include eligibility for a reimbursement as set by State statute; and  
**WHEREAS,** Any county participating in the comprehensive performance measurement program is also exempt from levy limits for taxes, if levy limits are in effect; and  
**WHEREAS,** The Fillmore County Board has adopted and implemented at least 10 of the performance measures, as developed by the Council on Local Results and Innovation, and a system to use this information to help plan, budget, manage and evaluate programs and processes for optimal future outcomes; and  
**NOW THEREFORE LET IT BE RESOLVED THAT,** Fillmore County will report the results of the performance measures to its citizenry by the end of the year through publication, direct mailing, posting on the county's website, or through a public hearing at which the budget and levy will be discussed and public input allowed.  
**BE IT FURTHER RESOLVED,** Fillmore County will submit to the Office of the State Auditor the actual results of the performance measures adopted by the county/city.

**VOTING AYE**

Commissioners      Prestby ☐      Dahl ☐      Bakke ☐      Hindt ☐      Lentz ☐

**VOTING NAY**

Commissioners      Prestby ☐      Dahl ☐      Bakke ☐      Hindt ☐      Lentz ☐

---

STATE OF MINNESOTA  
COUNTY OF FILLMORE

I, Bobbie Hillery, Clerk of the Fillmore County Board of Commissioners, State of Minnesota, do hereby certify that the foregoing resolution is a true and correct copy of a resolution duly passed at a meeting of the Fillmore County Board of Commissioners held on the 8th day of June, 2021.

Witness my hand and official seal at Preston, Minnesota the 8th day of June, 2021.

SEAL

Bobbie Hillery, Administrator/Clerk  
Fillmore County Board of Commissioners





U.S. BUREAU OF LABOR STATISTICS

Bureau of Labor Statistics > Publications > The Economics Daily

## TED: The Economics Daily

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### Consumer price index up 4.2 percent from April 2020 to April 2021

MAY 19, 2021

The Consumer Price Index for All Urban Consumers increased 4.2 percent over the 12 months from April 2020 to April 2021. The index rose 2.6 percent for the year ending March 2021. The 4.2 percent increase in April is the largest increase over a 12-month period since a 4.9-percent increase for the year ending September 2008. Over the longer period from January 2020 (before the COVID-19 pandemic) to April 2021, consumer prices increased 3.5 percent.

CHART IMAGE

CHART DATA

#### Chart Image

- 1) Discuss Possible COLA / Market Increase
- 2) 120% Health Insurance Increase a less per consultant
- 3) Positions - <sup>office</sup>recorders, Sheriff <sup>office</sup>, AT, others

## 2002 MINNESOTA COUNTY EXTENSION LAW

### **38.33 COORDINATION TO MAINTAIN COUNTY EXTENSION WORK.**

Sections 38.33 to 38.38 coordinate the work of the federal, state and county government and the Minnesota extension service at the University of Minnesota to maintain county extension work.

*History: (6121) 1923 c 423 s 1; 1953 c 202 s 1; 1990 c 376 s 1*

### **38.331 DEFINITIONS.**

Subdivision 1. Application. In sections 38.33 to 38.38, the definitions in this section apply.

Subd. 2. County Extension work. "County Extension work" means educational programs and services provided by extension educators in the areas of agriculture; agriculture finance; economic development; nutrition; youth leadership development including 4-H programs; leadership, and environment and natural resources;

Subd. 3. Director of extension. "Director of extension" means the dean and director of the Minnesota extension service of the University of Minnesota.

*History: 1900 c 376 s 2*

### **38.34 COUNTY BOARD MAY PAY FOR EXTENSION WORK.**

A board of county commissioners may incur expenses and spend money for county extension work as provided in sections 38.33 to 38.38.

*History: (6122) 1923 c 423 s 2; 1953 c 202 s 2; 1900 c 376 s 3*

### **38.35 STATE APPROPRIATIONS; HOW SPENT.**

Money appropriated by the state to maintain and pay expenses of county extension work must be spent under the direction of the director of extension, who, acting with the county extension committee, shall carry out sections 38.33 to 38.38.

*History: (6124) 1923 c 423 s 4; 1953 c 202 s 3; 1986 c 444; 1990 c 376 s 4*

### **38.36 COUNTY EXTENSION COMMITTEE**

Subdivision 1. Committee composition. A county must have an extension committee. The committee must have nine members. Two members must be county commissioners appointed by the county board. The county auditor or the auditor's designee must be a member. If the county has no office of auditor, the county board shall appoint a member from the county administration. Six members must be appointed at large by the county board as provided in this section. The county board at its annual meeting shall appoint for a term of three years the number of members required to fill the memberships on that committee expiring at that time.

Subd. 2. Budget recommendations. In cooperation with the director of extension, or the director's designee, the county extension committee, each year, in accordance with county budgetary deadlines, shall prepare a budget showing the total funds available and needed and shall recommend to the county board the amount of county funds necessary to maintain, support, and pay the expenses of county extension work during the following year. A copy of the budget must be presented to the county board.

Subd. 3. County appropriations, how spent. The county board shall consider the recommended county share of money necessary to maintain, support, and pay the expenses of county extension work during the following year. For these purposes, the county board may appropriate money annually from its general revenue fund and may make a special levy for county extension purposes or both. The money set aside and appropriated by the county board for these purposes is the county extension fund. Money from the fund may be paid out by orders of the director of extension, or the director's designee, to pay a part of the compensation of the agents employed, to pay directly the compensation of county support employees, and to pay other expenses incident to the county extension work. An order to pay money from the fund must not be issued until the expenditure has been audited and signed by the county

auditor or other appropriate county official. A balance in the county extension fund at the end of a year must be carried over or reappropriated.

History: (6125) 1923 c 423 s 5; 1947 c 157 s 1; 1951 c 390 s 1; 1951 c 412 s 1; 1953 c 202 s 4; 1957 c 208 s 1; 1963 c 198 s 1; 1969 c 1081 s 1; 1973 c 528 s 1; 1973 c 583 s 5; 1986 c 444; 1990 c 376 s 5

### **38.37 COUNTY EXTENSION COMMITTEE; PROGRAM, COUNTY AGENTS**

The county extension committee shall, annually, plan a program of county extension work in cooperation with the Minnesota extension service of the University of Minnesota and the United States Department of Agriculture. To run the program, the county extension committee, acting with the director of extension, or the director's designee, shall recommend for employment suitable and qualified persons to be known as extension agents. The extension agents must be employed according to university personnel procedures and must be university employees. The extension agents shall provide educational programs and services to enhance the quality and productivity of county extension work.

History: (6126) 1923 c 423 s 6; 1953 c 202 s 5; 1969 c 1081 s 2; 1986 c 444; 1990 c 376 s 6

### **38.37 COUNTY AGRICULTURAL SOCIETIES, FARMS, EXTENSION SERVICE**

### **38.38 EXTENSION COMMITTEE; DUTY, OFFICERS, PAY**

The county extension committee shall encourage all individuals and organizations to cooperate to make profitable use of extension activities. It shall elect its own chair and vice-chair, who shall serve for one year. The county auditor, the auditor's designee, or the appointee from the county administration is the secretary of the county extension committee. The secretary shall keep a record of all its proceedings and shall forward copies of all resolutions of the county board appropriating funds to the director of extension. County commissioners who are members of the committee may receive a per diem under section 375.055, subdivision 1, and may be reimbursed for their necessary expenses, including mileage under section 471.665. Other committee members may be reimbursed for expenses or may receive a per diem allowance under section 375.47.

History: (6127) 1923 c 423 s 7; 1953 c 202 s 6; 1957 c 208 s 2; 1969 c 1081 s 3; 1975 c 301 s 1; 1986 c 444; 1990 c 376 s 7

Issued in furtherance of cooperative extension work in agriculture and home economics, acts of May 8 and June 30, 1914, in cooperation with the U.S. Department of Agriculture. Patrick J. Borich, Dean and Director of the Minnesota Extension Service, University of Minnesota, St. Paul, Minnesota 55108. The University of Minnesota, including the Minnesota Extension Service, is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, religion, color, sex, national origin, handicap, age, veteran status or sexual orientation.

March 1990

# MACA Technical Day – July 2021

July 29 – 30, 2021

Thursday, July 29 | 1:00 – 5:00 p.m.

Friday, July 30 | 9:00 a.m. – 12:00 p.m.

[Holiday Inn Duluth](#)

200 West First Street, Duluth

Tentative agenda coming soon, but topics will include:

Redistricting

Pandemic innovations

Emergency management systems

Reserve Your Lodging!

MACA has a room block reserved ( \$149+ tax per night) at the Holiday Inn until July 8.

[Click here to reserve your room](#)

OR call 218-722-1202 and be sure to mention the MN Association of County Administrators room block.

---

## Please enter your information below:

The registration fee is \$100 per attendee and your county will be billed for the registration. No refunds will be issued for cancellations received after July 15, 2021.

|            |          |
|------------|----------|
| Total      | \$100.00 |
| <hr/>      |          |
| Base Price | \$100.00 |

MACA wants to ensure attendees feel comfortable and safe at the event so as a COVID pre-caution, no group meals will be shared during the event.

County: \*

Name: \*

First

Last

Title/Position: \*

Contact Email: \*

Please list any special dietary needs:

\*

☐ I understand that my county will be billed for this registration.

---

Team –

I've attached the completed policies along with the recommended additions to your existing FC Manual. We can sync up next week and cover any questions or concerns you may have with anything attached or the below. You're already doing much of what's in the policies, but documenting these procedures is the next steps. From our discussions, here's where I would start:

- Incident Response Plan
  - Complete the plan attached by filling out IRT members
  - Consider integrating with COOP
  - Tabletop annually
- Business Continuity
  - Existing COOP is good, continue to test annually
  - COOP calls out recovery will be performed based on essential functions... have those been defined? If not, conduct a business impact analysis (BIA). Identify your critical assets and processes and figure out how long you can be down. This will determine recovery order and what processes have to be in place to ensure timely recovery
  - Consider adding a more detailed disaster recovery plan (e.g. restore network or failover, restore application 1, etc.)
  - Test backups annually
- Data Retention (digital records)
  - As we talked about, there are very strong processes in place for ensuring physical data is destroyed within the retention periods. Digital data however is not well monitored.
  - Develop procedures around how this data is marked, stored, and retained. There are solutions that can help label digital files.
- Risk Management
  - We talked about MCIT doing a lot of your risk management and assessment for you. If you are not today, start tracking progress year to year and ensuring tasks are assigned.
- Auditing
  - Quarterly, audit memberships of high-risk groups (e.g., administrators – Marco can generate reports if we aren't already)
  - Optionally audit or alert on changes to groups (Perch reports can assist here)
  - Acceptable Use policy deviations
    - Yearly or quarterly software installed report
    - AV reports
    - Patch reports, etc.
- Encryption
  - Work to limit USB drives for users who do not need access to them
  - Encrypt mobile workstations
- Vulnerability scanning and reporting
  - Marco IdentifyIT includes regular vulnerability scans
  - Marco can also conduct these ad-hoc

Thanks,

**Jon Roberts** | Cyber Security Manager | CISSP

**direct** 605.444.2058 | **office** 800.847.3098

4001 N. Lewis Ave, Sioux Falls, SD 57104 | [marconet.com](http://marconet.com)

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# Acceptable Use Policy

## Purpose

The public has a high reliance on the integrity and accuracy of data shared from Fillmore County. Therefore, each employee is responsible for adhering to the guidelines and policies regarding the use of Information Technology Resources, as defined below.

It is the responsibility of every employee and user of Fillmore County's information technology resources to read, understand, and comply with this policy.

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## Policy

This policy addresses risks introduced by the use of technology to perform Fillmore County's business functions. As such, this applies to all employees, vendors, and clients who may interact with Fillmore County's technology resources. Fillmore County reserves the right to update this policy at any time to protect Fillmore County and its customers from risks.

## Definitions

Fillmore County's information technology resources are defined as any system used in performing a business function to serve the company or its clients. This includes, but is not limited to:

- Computer systems, including workstations and servers
- Cellular phones, tablets, and other mobile devices
- Printers, scanners, and fax machines
- Internet and intranet access and resources
- Email and instant messaging systems
- Phones and voice mail systems
- Document management systems
- Operating systems and software
- Storage media (such as USB flash drives)
- Any resources used to access Fillmore County's internal networks or cloud services
- Any other resources owned or leased by Fillmore County

## Appropriate Usage

Fillmore County electronic communication systems are intended for business use only. The sole exception is when employees make incidental and occasional personal use as long as such use does not interfere with an employee's performance of his or her job responsibilities or the business use of such systems by other employees.

## Privacy and Authority to Monitor

Users have no expectation of privacy in using Fillmore County information technology resources. Employees should not expect that any electronic messages either sent or received, or any other electronic activities will remain personal. Since record retention policies may apply to electronic communications, users should assume that even deleted items may be retrievable at a later date.

All information technology resources, and all data and communications stored or transmitted from Fillmore County's information technology resources, are subject to the following:

- Fillmore County may access and review all content and transactional data resulting from the use of Fillmore County information technology resources or services. Employees and vendors have no expectations of privacy when using Fillmore County information technology resources or services.



- Fillmore County may override or bypass individual passwords on Fillmore County information technology resources in order to inspect, investigate, or search a user's file, messages, or other data.
- Fillmore County may monitor equipment, systems, and network traffic at any time.
- Fillmore County has absolute discretion to periodically audit networks and systems to ensure compliance with this policy.
- Fillmore County reserves the right to disclose all information stored, accessed, or transmitted on Fillmore County information resources to law enforcement or other third parties without prior consent.
- Fillmore County's decision not to exercise its rights with respect to certain communications or files in no way modifies or waives its right to access, view, or audit other electronic communications or files.

#### Public Nature of Electronic Communication

Electronic communication is a public record like any other public document. Users must understand that any communications created, received or backed up on the Fillmore County's systems may be construed to be public documents and thus may be subject to legal requests for public disclosure. This includes communications that users might think of, incorrectly, as personal and private.

#### Incidental Usage

Users are permitted to use Fillmore County information technology resources for occasional, non-work-related purposes and if it does not:

- Conflict with Fillmore County's business and interests
- Interfere with the workforce member's responsibilities
- Interfere with the productivity of any other user
- All usage should be able to withstand
- Interfere with the operation of Fillmore County's information technology resources
- Violate any local, state, or federal law, rule or regulation

Personal use of IT resources is subject to all Fillmore County policies, including this one. Consequently, workforce members who wish to engage in private communications (such as email) should not use the Fillmore County information technology resources. Any abuse of information technology resources should be reported to the Information Technology Security team.

#### Social Media

##### **Personal Use**

Users have no expectation of privacy for any data on the Internet that is publicly accessible, and you should not expect privacy with respect to the use of any social media or social networking site, regardless of whether the site is accessed using Fillmore County's information technology resources. Fillmore County workforce members should note the following with respect to social media and social networking:

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- Workforce members must not engage in any social media conduct that may harm or tarnish the image, reputation, and/or goodwill of Fillmore County or any of its workforce members, products, services, or competitors.
- Workforce members are prohibited from making any discriminatory, disparaging, defamatory, or harassing comments when engaging in any conduct prohibited by Fillmore County's Non-discrimination and Anti-harassment Policy.
- Workforce members must not attribute personal statements, opinions, or beliefs to Fillmore County when engaging in social media. If a workforce member is expressing his or her beliefs or opinions in blogs or other posts, the workforce member may not expressly or implicitly represent themselves as a workforce member or representative of Fillmore County. Workforce members assume all risk associated with posting on social media.

#### **Official Use**

Government data that the department shares, posts, and/or maintains using social media technologies are public data and subject to public access under the MN Government Data Practices Act. Employees should understand that everything they post or share in a publicly available forum must not have a "not public" classification under Minnesota or federal law.

Any department contemplating use of social media technology must develop a specific social media plan that includes goals for use, establishment of one account name per department or division, identification of the target audience, procedures to manage outgoing message content, and designation of one employee as responsible for the account. The plan should be developed in consultation with Data Privacy laws and must be reviewed by the Fillmore County Administrator prior to implementation.

#### [Personal Long Distance Phone Calls](#)

Telephone bills are subject to audit and may include reviews of the phone numbers involved, date, and time. It is not acceptable for Fillmore County employees to use Fillmore County land lines cell phones for long distance calls. It is illegal under Minnesota law (MN Statute 609.52) for personnel or the public to make personal use of county funds. Therefore, it is illegal to make personal use of County owned cell phones or County land lines. The only exceptions shall be for extended or changed work assignments. Personal long-distance calls shall be made on the employee's personal portable electronic device or charged to the employee's calling card.

#### [Copy and Fax Machine Usage](#)

Personal copies, prints and facsimile transmissions made or received by an employee on Fillmore County equipment will be reimbursed by the employee to Fillmore County. Cost for these actions shall be the same as is required by citizens of the public.

#### Accountability

Each user is responsible for the content of all text, audio and video they send over Fillmore County information technology resources. All messages should contain the user's identity and should be written in the same professional manner as any hard-copy correspondence.

#### System and Data Security

Users shall be aware of their system status and take care that unauthorized individuals cannot read or modify data through a valid system login or session. User should be aware that potentially sensitive data may be displayed on a computer screen they are using. Low-tech solutions can include anti-glare screen guards that prevent "shoulder surfing" and proper monitor placement.

Users should logout of computer terminals or systems if they are going to leave the computer terminal or system unattended for any period of time. Automatic logouts or password-protected screen savers should be enabled wherever practical.

When a user prints sensitive, proprietary or otherwise controlled information, that user should retrieve the printed material in a timely manner to ensure that it is not available for unauthorized use.

Staff shall not make extra copies of any Fillmore County or client information beyond what is required to perform official duties.

#### Password Requirements

Passwords shall meet the minimum requirements as specified by Fillmore County's IT provider. In the event a password is confirmed or suspected to be compromised, the user should immediately reset the password and notify IT.

#### Email Usage

All employees that utilize email will be issued an email address with the suffix @co.fillmore.mn.us. Use of this email address to participate in news groups, chat groups, or bulletin boards where the content is not clearly related to individual responsibilities is disallowed. Messages may be obtained as part of a court proceeding or disciplinary action

Users are responsible for the security of their email account. All emails, even those appearing to come from a trusted source, may contain malicious attachments or links to malicious sites. All users shall exercise caution when reading and responding to messages or opening attachments by carefully reviewing the To, From, Subject, and context of the email. Any email that appears to be suspicious shall be reported to IT. No action should be taken on the message until IT provides a disposition.

Departments may request and operate department-level e-mail accounts using the @co.fillmore.mn.us domain to meet legitimate business needs. These accounts must be

requested and approved by the County Administrator. The requestor must specify an owner of the mailbox. The owner is responsible for how the mailbox is used and any incoming and outgoing messages.

#### Physical Security

Employees shall secure all information and assets to prevent theft or unauthorized disclosure of information. This includes ensuring desks are clear of all sensitive information, as defined in the [Data Classification and Management Policy](#), when not in use or the desk is unattended. This including papers, removable media and access cards along with ensuring workstations are locked.

When traveling with company assets, assets shall be stored in trunks or out of view when the vehicle is unattended. Any loss or theft of Fillmore County information technology should be immediately reported to the Information Technology Security team.

#### Remote Access

Remote access may be granted via a client VPN solution on a case-by-case basis as determined and approved by the Technology/Land Records/GIS Committee.

#### Mobile Devices

Fillmore County reserves the right to restrict access to information technology systems from both personal and issued mobile devices. Refer to the [Mobile Device Management Policy](#) for more details.

#### Usage of Public Networks

Employees shall avoid using public networks, such as airports or coffee shops, to access Fillmore County information technology resources unless absolutely required. In the event a public network is used, employees shall connect to VPN immediately after connecting, to ensure traffic is securely encrypted.

#### Public Requests for Data

Fillmore County may maintain public access points for information about the county and for access to county records and information. These systems shall be operated only by the Data Privacy Officer or designee. The Data Privacy Officer shall also be responsible for the release of data to the public in other formats. Only authorized individuals, or designee, per statute or appointment shall communicate to or respond to the public news media's requests for information regarding county business.

#### Prohibited Activities

The list of activities below is not exhaustive but provides a framework for activities which are prohibited.

- Using information technology resources to engage in any activity that is violates local, state, federal, or international law.

- Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution magazines, books, or music.
- Using removable media for any purpose other than Fillmore County activities.
- Unauthorized installation of any copyrighted software for which Fillmore County or the end user does not have an active license.
- Using a Fillmore County resources to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws or which violates Fillmore County's harassment policy.
- Making fraudulent offers of products, items, or services originating from any Fillmore County account.
- Using email or other information resources to solicit for personal gain or to conduct non- Fillmore County commercial business.
- Unauthorized use of Fillmore County intellectual property such as logos or trademark.
- Accessing or viewing another workforce member's email or files without his/her knowledge or proper approval.
- Configuring email systems to automatically forward messages to an external destination without approval from the workforce member's manager and the Information Security Team.
- Intentional introduction of malicious programs into the network, servers, or computer systems (e.g., viruses, ransomware).
- Attempts to access any information technology resources by bypassing one's unique user ID and password.

## References

- NIST CSF:
  - ID.GV-1
  - PR.AC-2
  - PR.AT-1
  - PR.PT-1

## Exceptions

Exceptions from certain policy provisions may be sought following the Fillmore County Policy Exception process. Exceptions will be assessed and granted based on risk level.

## Enforcement

All employees, vendors, or clients that violate this policy may be subject to disciplinary action up to and including termination of employment, termination of contracts, and civil or criminal penalties. Fillmore County complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws.

## Version Tracking

| Version | Date | Approved by | Revision Comments |
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# Cyber Security Incident Response Plan

## Introduction

Organizations will face many potential pitfalls that can negatively impact response efforts. This plan defines a framework to operate within while handling security incidents - enabling you and your team to effectively manage an incident while avoiding common mistakes and increasing the efficacy of the response. A core principle of medicine applies equally well to incident response and should be top of mind when updating this plan and navigating active incidents: *Do No Harm*.

An effective plan consists of five stages, each of which plays a critical role in properly handling an incident: Preparation, Detection and Containment, Investigation and Analysis, Eradication and Recovery, and Post-Incident Review.

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## Definitions

**Incident:** Violation of policy, including, but not limited to, unauthorized access, use, or modification of resources, denial of service to resources, or loss or theft of confidential information.

**Indicator of Compromise (IoC):** An artifact observed on a network or on a device that indicates a potential system intrusion.

**Incident Response Team (IRT):** A team comprised of a commander and members that follow the Incident Response Plan to detect, contain, investigate, remediate, and recover from a security incident.

**Incident Response Commander (IRC):** Member of the IRT that prioritizes and manages the team's actions during an incident. The IRC is responsible for reporting to the appropriate executive teams.

**Incident Response Team Members:** Staff that execute actions from the Incident Response Plan at the direction of the IRC. An IRT member may direct their team to perform response actions instead of performing them directly.

**Root Cause Analysis (RCA):** Analysis of an incident that accounts for all contributing factors that resulted in the incident. The goal of RCA is to identify the underlying problems that increased the likelihood of events leading to an incident.



## Plan

### Preparation

Fillmore County's Board is responsible for allocating adequate resources for the development, maintenance, and testing of the Incident Response Plan. The executive team is also responsible for understanding the responsibilities of an IRC and being prepared to select one in the event of an incident.

The IRC, with the assistance of the Fillmore County Board, should decide the members of the IRT. A list of potential members and alternates should be maintained and regularly updated. The team list, including the IRC, is not definitive and can be modified or partially activated as warranted by the situation. Members of the IRT are generally high-level managers responsible for one or more core business operations. Their role as an IRT member is to help coordinate response efforts within their department. Third-party firms, such as legal counsel or public relations, may be members of the IRT. In these instances, it is the responsibility of the IRC to assist with coordination of activities for any third-party IRT members.

Table 1: Incident Response Team

| Role             | Primary            | Alternate                       |
|------------------|--------------------|---------------------------------|
| Commander        | Bobbie Hillery     | Third-party firm – 123.456.7890 |
| IT Team          | Marco Technologies |                                 |
| Commissioners    |                    |                                 |
| Assessors        |                    |                                 |
| Finance          |                    |                                 |
| Recorder         |                    |                                 |
| Feedlot/GIS      |                    |                                 |
| Attorney         |                    |                                 |
| Sheriff's Office |                    |                                 |

Table 2: Roles and Responsibilities

| Role                              | Responsibility                                                                                                                                                      |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Incident Response Commander (IRC) | Leads all IRT activity and keeps the team focused on minimizing damage and recovering quickly. Provides updates to and coordinates with Fillmore County leadership. |
| IT Team                           | Coordinates IT teams to support the IRT in detection, containment, and determining RCA and to resume business operations.                                           |
| Finance                           | Coordinates Finance resources to support the IRT in detection, containment, and determining root cause and to resume Finance operations, if impacted.               |

|               |                                                                                                                                                                                                                                                                                      |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|               | Provides guidance for organizational financial operations and fiduciary impact analysis. May serve as a subject matter expert regarding financial crimes.                                                                                                                            |
| Attorney      | Provides guidance for legal matters. Legal ensures that any evidence collected maintains its forensic value if the company chooses to take legal action. They also provide advice regarding liability issues when an incident affects customers, vendors, and/or the general public. |
| Administrator | Provide guidance and act in matters that involve employees. Examples may include errors or malicious intent leading to disciplinary action up to criminal reporting.<br><br>Leads the effort on messaging and communications for all audiences, inside and outside of the company.   |
| Other         | Provide guidance for operations within their department and coordinate any response efforts for their team.                                                                                                                                                                          |

### Detection and Containment

Incidents may be discovered by manual or automated detection of indicators. An indicator is a sign that an incident may have occurred, such as unusual files found on a workstation or other anomalous activity. Reports of indicators come from a variety of sources including employees, logging systems, or other monitoring platforms.

Although there is no single symptom or indicator that an incident has occurred, below is a non-comprehensive list of indicators that require verification of accuracy and then further analysis.

- Alert from an Intrusion Detection/Prevention System
- Suspicious entries or discrepancies in system or network logs
- Repetitive unsuccessful logon attempts within a short time interval
- Unexplained new accounts, files, etc.
- Unexplained modification or deletion of data
- Disruption of service or inability of one or more users to login to an account
- Abnormal usage patterns

When an indicator is reported, the tier of support that receives the ticket is responsible for an initial assessment to determine the legitimacy and continue with incident response procedures if necessary. The following questions should be addressed during this assessment.

- What indicators were discovered (signs and symptoms of an incident)?
- How were the indicators discovered?
- When were the indicators discovered?
- What users and assets are potentially impacted?
- Who discovered the indicators?
- Any other pertinent history (user's most recent actions, any recent maintenance, etc.)

Events should be escalated to the next tier of support as necessary to ensure the questions are appropriately addressed.

During the initial assessment, and throughout the rest of this phase, support teams may take any necessary containment actions. The primary goal of containment is to limit the extent of damage while taking precautions to preserve evidence and minimize impact to business operations.

Common actions that can be performed during containment:

- Disable user accounts and changing passwords
- Disconnect servers and workstations from the network
- Disable file shares
- Scan systems with EDR software and quarantine files
- Modify firewall rules
- Implement additional protection tools, system hardening, and monitoring solutions

Actions that should **not** be performed during containment:

- Powering off compromised systems
- Restore files from backup
- Restore systems from backup

### Investigation and Analysis

During this phase, the incident is formally scoped, investigated, and communicated to affected parties. As a result of this phase, a root cause analysis should be performed to determine the underlying cause(s) of the incident.

Once a support team member confirms or suspects an event to be a possible incident, the IRT should be activated, if not already, and the remainder of this plan should be executed. At any point during the investigation, more information may be uncovered which requires further containment actions. As these situations arise, refer to the Detection and Containment phase to ensure the appropriate steps are performed.

### Determine the Scope

While a scope was already identified during the Initial Assessment, the IRT will have a broader view and may identify additional indicators which were not immediately apparent during the first phase. The IRT may also choose to implement or utilize additional tools, such as EDR or IDS solutions to assist in identifying all impacted resources.

- What resources and data were impacted and what are the classification levels?
- What indicators were discovered (signs and symptoms of an incident)?
- How were the indicators discovered?
- When were the indicators discovered?
- Who discovered the indicators?
- Any other pertinent history (user's most recent actions, any recent maintenance, etc.)

### Classify the Incident

Incidents are classified based on the scope and known IoCs. Methods used to perform an attack, such as social engineering and phishing attempts, are not incidents by themselves but can lead to an incident. Below is a non-comprehensive list of possible classifications.

- Malicious code execution
- Denial of Service
- Business Email Compromise (BEC)
- Corporate Account Takeover (CATO)
- Ransomware
- Wire Fraud
- Unauthorized access or intrusion
- Data loss or leakage
- Policy violation

### Understand the Impact

There are two main types of factors to consider when determining impact, as defined in the tables below. The organization's Business Impact Analysis (BIA) will help guide the conversation.

*Table 3: Functional Impact*

| Definition    |                                                                                                                | IRT Response                                                                                |
|---------------|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <b>None</b>   | No effect to the organization's ability to provide all services to all users.                                  | Create ticket and assign for remediation.                                                   |
| <b>Low</b>    | Minimal effect; the organization can still provide all critical services to all users but has lost efficiency. | Create ticket and assign to Information Security team to investigate and document incident. |
| <b>Medium</b> | The organization has lost the ability to provide a critical service to a subset of system users.               | Contact IRC to activate relevant IRT roles.                                                 |
| <b>High</b>   | The organization is no longer able to provide multiple critical services to any user.                          | Contact IRC to activate relevant IRT roles.                                                 |

*Table 4: Information Impact*

| Definition              |                                                                             | IRT Response                                                                     |
|-------------------------|-----------------------------------------------------------------------------|----------------------------------------------------------------------------------|
| <b>None</b>             | No information was exfiltrated, changed, deleted, or otherwise compromised. | No action required.                                                              |
| <b>Privacy Incident</b> | Not Public Data was accessed or exfiltrated.                                | Notify IRC to work with legal to evaluate if notification process is required by |

|                             |                                                                                           |                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                             |                                                                                           | Federal, State, or other privacy laws.                                              |
| <b>Proprietary Incident</b> | Proprietary information, such as IP, business plans, etc. was accessed or exfiltrated.    | Notify IRC to communicate to executive management.                                  |
| <b>PHI Incident</b>         | Protected health information (PHI) of customers or employees was accessed or exfiltrated. | Notify IRC to work with legal to evaluate if notification process is required.      |
| <b>Integrity Loss</b>       | Sensitive or proprietary information was changed or deleted.                              | Notify IRC to communicate to data owners to determine appropriate course of action. |

### Communication

Once an incident has been properly scoped and a timeline of events has been established, communication to internal and external parties should be considered. All communication should take place in a timely matter and notification timelines may vary based on legal, regulatory, or contractual requirements. Consider the following parties that may need to be notified:

#### Internal parties

Executive management  
Human resources  
Legal  
Finance  
Marketing  
Other business owners

#### External parties

Customers  
Government  
Media  
General public  
Law enforcement  
Incident response firm  
Insurance provider

### Evidence Collection and Root Cause Analysis

The primary source of evidence is system logs. All relevant logs should be collected in a timely manner to ensure events are not lost. Logs should be collected as far back as possible if the incident timeline isn't well defined. All access to systems to collect evidence should be documented in order to account for new log events the access may generate. The following log files should be considered when determining what to collect.

- Firewall and proxies
- Wireless access points
- Antivirus
- Remote access (VPN, remote sessions, etc.)
- Active Directory
- Known or suspected affected systems

The evidence should be reviewed and analyzed by the IRT to determine the root cause. The following steps should be completed when performing the RCA:

1. Review the incident at a high level and the information that has been collected
  - Chart and review timeline of events based on the investigation
2. Identify contributing factors of situations, circumstances, or conditions that increased the likelihood of the event (e.g. poor communication, no tools geo-blocking, ineffective alerts, etc.)
3. Identify and categorize the root cause(s)
4. Design remediation plan to eliminate or mitigate the contributing factors and root cause(s)

### Eradication and Recovery

Once the investigation is complete and root cause(s) are determined, the contributing factors should be addressed to remove or mitigate threats that may cause the issue to recur. With the new controls in place, actions can be taken to clean or replace the affected systems. This may include a clean installation of operating systems and/or applications if necessary.

In conjunction with this phase the IRT should take action to repair public reputation.

### Post-Incident Review

The purpose of this phase is to ensure a lessons learned meeting is conducted in order to improve the incident response process by evaluating the actions performed. During this meeting, the following questions should be answered:

- What happened and when?
- What actions were performed by the staff and were procedures followed?
- Were the documented procedures accurate and sufficient?
- What information and/or resources were needed sooner?
- What actions hindered recovery?
- What actions expedited recovery?
- What could staff and management do differently in a similar situation?
- Are there any additional controls, tools, or monitoring identified by the RCA that are needed to mitigate future incidents?

The IRC is responsible for ensuring all documentation is completed and securely stored for future reference. The IRC must also communicate any takeaways to Fillmore County leadership.

### References

- [Microsoft Incident Response Reference Guide](#)
- [NIST SP800-61r2: Computer Security Incident Handling Guide](#)

### Version Tracking

| Version | Date | Approved by | Revision Comments |
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## Appendix A: Incident Response Report

|                   |              |
|-------------------|--------------|
| <b>Summary:</b>   | <b>Date:</b> |
| <b>Commander:</b> |              |
| <b>Scope:</b>     |              |
| <b>Impact:</b>    |              |

### Containment Actions

Be sure to include what actions were taken, when, and by who.

### Root Cause Analysis

### Eradication and Recovery Actions

### Lessons Learned



## Appendix B: Scenarios

Define common scenarios, such as successful phishing, and how they would be handled in your organization.



# *FILLMORE COUNTY*

Information Security Policies

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## INFORMATION SECURITY POLICY (1.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### PURPOSE

The purpose of the Fillmore County Information Security Policy is to establish the Information Security Program requirements.

### POLICY

Fillmore County's Information Security Program must protect Fillmore County's information technology assets, technology, and intellectual property. All personnel, third party vendors, and anyone requesting access to Fillmore County's information technology assets are responsible for understanding and abiding by the Information Security Policy. Fillmore County's Information Security Program must implement reasonable administrative, physical and technical controls by establishing, maintaining, and implementing policies, standards, procedures, and guidelines. A successful Information Security Program ensures compliance with legal and contractual obligations, and it will fulfill business objectives consistent with Fillmore County's Vision, Mission, and Values.

### ROLES AND RESPONSIBILITIES

Fillmore County's Information Security Program must have clearly defined roles and responsibilities. Individuals assigned to certain roles should be qualified to coordinate or complete the assigned role responsibilities. While everyone maintains a role in the Information Security Program, specific roles are outlined below. When possible, roles should be assigned to individuals in the organization who can leverage a team to assist in response activities.

#### County Board

County Board shall have the following responsibilities for the Information Security Program:

- Ensure that an effective risk-based Information Security Program is implemented to protect Fillmore County's information technology assets.
- Ensure adequate information security, financial, and personnel resources are included in the budgeting and financial planning process.
- Designate the Data Privacy Officer who shall be the responsible authority for the establishment and implementation of the Information Security Program.
- Ensure that the Data Privacy Officer and all other relevant information security personnel are given the necessary authority to secure Fillmore County's information technology assets.
- Ensure the Data Privacy Officer, in coordination with other relevant information security individuals or teams, reports monthly to the Fillmore County Board on the effectiveness of Fillmore County's Information Security Program and potential risks or threats to the programs mission.

#### Technology/Land Records/GIS Committee

The Technology/Land Records/GIS Committee shall have the following responsibilities:

- Develop, review, approve, and enforce information security policies, initiatives, and exceptions.
- Oversee the development and implementation of the policies, procedures, guidelines, and standards impacting information security and the continuity of operations.
- Manage and review compliance with applicable legal and contractual privacy and security requirements.
- Develop and implement a process to evaluate risks related to Fillmore County's information technology assets, technology, intellectual property, and vendors.
- Ensure adequate personnel are hired and trained to support Fillmore County's compliance with its

information security policies, procedures, guidelines, and standards.

- Implement, maintain, and promote information security awareness and provide training to all Fillmore County personnel.
- Develop and implement procedures for auditing and testing the effectiveness of Fillmore County's Information Security Program.
- Oversee or perform regular reviews of information sharing forums and sources to collect, prepare for, and/or act on cyber threat intelligence.
- Plan for, and respond to, information security incidents.
- Implement continuous improvement principles in the maintenance of Fillmore County Information Security Program, including remediation strategies to respond to any program deficiencies.
- Report annually to the County Board on the effectiveness of Fillmore County's Information Security Program and the status of any program updates or remediation efforts.

#### All Personnel, Contractors, and Other Third-Parties

All personnel, contractors, and other third-party personnel who have access to, interact with, or maintain Fillmore County information assets have the following responsibilities:

- Understand their responsibility for complying with the Fillmore County Information Security Program.
- Understand non-compliance may result in civil or criminal consequences for Fillmore County and/or the individual. This also includes the possibility of internal enforcement and disciplinary action.
- Utilize Fillmore County's information technology assets in compliance with all Fillmore County Information Security Policies.
- Access Fillmore County's information technology assets only as needed to meet legitimate business needs.
- Protect the confidentiality of Fillmore County's information technology assets in a manner consistent with the information's classification level and type.
- Seek advice and guidance from the Fillmore County Administrator or designee regarding any information security policies, procedures, responsibilities, and/or to report security concerns.

#### **SECURITY AWARENESS TRAINING**

Fillmore County shall establish a Security Awareness program that is designed to ensure Fillmore County personnel are appropriately trained how to identify and report potential threats. The Security Awareness program shall include, but not be limited by, the following principles:

- All new personnel must complete information security training within the timeframe specified by Fillmore County Technology/Land Records/GIS Committee prior to being granted access to Fillmore County information technology assets.
- All personnel must complete ongoing, scheduled security awareness training and are responsible for completing all trainings.
- All personnel shall be made aware of and have sufficient access to Fillmore County's information security policies.
- Completion of security awareness training shall be logged appropriately and must include acknowledgement of training receipt.
- Compliance and non-compliance by personnel and third-party stakeholders should be reported to the Technology/Land Records/GIS Committee.
- Fillmore County shall incorporate a phishing tests with a remediation plan for personnel who repeatedly fail to identify the phish.
- Privileged users, senior executives, and physical and cybersecurity personnel should have specified training to their roles and responsibilities.
- Third-party stakeholders should be trained and understand their roles and responsibilities for

- information security.
- Responsibilities for auditing and participation in the Security Awareness program shall be defined.

## **INCIDENT RESPONSE**

The Incident Response Policy defines Fillmore County's strategy for responding to security incidents that impact Fillmore County or our customers and partners. The main objectives of incident response are to quickly identify an incident, minimize the impact, and recover services.

### Incident Reporting

All Fillmore County personnel are responsible for notifying the County Administrator of any suspected incident. This may include, but is not limited to:

- Unauthorized access or modification to confidential or sensitive information
- Unauthorized disclosure of confidential or sensitive information
- Loss or theft of company assets
- Misuse of company assets or violation of policies
- Violation of state or federal law

### Incident Response Team

An Incident Response Team (IRT) must be defined. The team will be comprised of various Fillmore County personnel from across the organization who are responsible for representing their department and who assist in response operations by coordinating resources from their team. The IRT will work together to determine the best method to proceed with investigating, containing, and recovering from an incident. The team should be led by an Incident Response Commander who will provide oversight for the entire team and report progress to executive management. At a minimum, the team should consist of members from the following departments:

- Administrator
- Commissioners
- Assessor
- Finance Director
- Recorder
- Feedlot/GIS
- Attorney
- Sheriff's Office

### Incident Response Plan

An incident response plan should define the entire lifecycle of an incident. At a minimum the plan should include the following phases:

- Preparation
- Detection and Containment
- Analysis and Investigation
- Eradication and Recovery
- Post-Incident Review

### Plan Training, Testing, and Maintenance

The Incident Response Policy and Plan shall be communicated to the County Board and all members of the Incident Response Team. The plan shall be tested at a minimum once a year. This may include a mock-incident or a tabletop exercise. Feedback and lessons learned from the testing should be incorporated into the plan and policy as needed.



## REFERENCES

### NIST CSF

- ID.AM-6
- ID.BE-5
- ID.GV
- DE.AE-2, DE.AE-4, DE.AE-5
- DE.CM-1, DE.CM-3, DE.CM-4, DE.CM-5, DE.CM-6, DE.CM-7
- DE.DP
- PR.AT
- PR.IP-7, PR.IP-8, PR.IP-9, PR.IP-10, PR.IP-11, PR.IP-12
- PR-MA-1
- RS.RP-1
- RS.CO
- RS.AN
- RS.MI
- RS.IM
- RC.RP
- RC.IM
- RC.CO

## RISK MANAGEMENT POLICY (2.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### PURPOSE

Risk Management is the process of identifying, controlling, and managing the impact of uncertain, harmful events, commensurate with the value of the protected assets. This is accomplished by avoiding, mitigating, transferring, or accepting risks. This policy establishes the manner in which Fillmore County assesses and determines an acceptable level of risk and establishes methods to reduce unacceptable risk.

### POLICY

#### Risk Management

As established by the Fillmore County Information Security Policy, the Technology/Land Records/GIS Committee with the County Board must conduct or commission an organization-wide security risk assessment annually. The resulting risk analysis report must include:

- Annual executive summary of significant activities
- Strengths, weaknesses, opportunities, and threats (SWOT) facing Fillmore County
- Current risk program initiatives
- Specific recommendations for preventing or mitigating identified risks

#### ***Risk Management Principles***

Risk management is an integral part of maintaining the value that Fillmore County delivers both internally and to customers. As such, the following principles are established to focus the activities of risk management and successfully act on objectives.

- Risk management is not a stand-alone activity and needs to be an integral part of the IT Security process and company-wide decision-making activities.
- A Business Continuity Plan, Disaster Response Plan, and Incident Response Plan must be created and maintained.
- Risk management standards should explicitly address uncertainty in measurable and quantifiable terms to include and not be limited by loss expectancies and cost associated with correction.
- Risk management standards must be systematic and structured in order to be suitable to not impede execution or decision making.
- Stakeholders at appropriate levels, both internal and external, should be included in risk management activities to ensure transparency, feedback, and responsibilities. Involved in this activity should be routine third-party and supply chain assessments.
- The information security risk management process should be dynamic to allow for adaptation to changes within the risk environment such as emerging risks and changes in impact, and likelihood.
- Risk management performance must be measured to allow for continuous improvement of the risk management process.

#### ***Risk Assessments***

The purpose of a risk assessment is to identify threats to the organization and assess the likelihood and impact to Fillmore County should the threat succeed. Risk assessments should comprise of the following:

- Identify and prioritize assets based on criticality to business mission.
- Identify Fillmore County's place in critical infrastructures and communicate the significance of Fillmore County's role in relation to the infrastructure.
- Analyze risk scenarios to determine the likelihood and impact of each risk identified.
- Review the existing security controls and evaluate their effectiveness for risk mitigation.

- Classify and prioritize risks and risk management efforts.
- Ensure that risk ownership is assigned at the appropriate level to establish clear lines of accountability.
- Communicate the results of risk assessment to senior management and appropriate stakeholders to enable risk-based decision making.
- Use identified threats to improve Fillmore County's Business Continuity Plan, Disaster Recovery Plan, and Incident Response Plan.

#### Business Impact Analysis

Fillmore County must create a business impact analysis (BIA) process to identify operational and financial impacts resulting from a disruption of business functions and processes. This process should be developed with Fillmore County leadership. At a minimum, a BIA process should:

- Identify the time and duration of the disruption
- Identify business functions and processes disrupted
- Identify loss of business, customers, and profit
- Assign clear roles and responsibility for implementing, participating in, and reviewing the BIA
- Incorporate a lessons learned discussion to better prepare for and respond to similar disruptions in the future
- A BIA report should be presented to Fillmore County senior management

#### Vendor Due Diligence

Fillmore County must create a cyber supply chain risk management procedure that assesses supplier and third-party partner risk relationships. These risk management procedures must establish and support Fillmore County's priorities, risk tolerances, and constraints when making risk assessment decisions. At a minimum, the cyber supply chain risk management procedure must:

- Be established, reviewed, and agreed to by appropriate Fillmore County stakeholders
- Identify, classify, and prioritize suppliers and third-party partners based on risk assessment
- Assess all new suppliers and third parties that enter a relationship with Fillmore County
- Be part of the contract creation process to implement appropriate measures in response to identified risk concerns
- Routinely assess the supplier and third-party partner portfolio to ensure risk tolerance allowance
- Be audited and reviewed on a routine basis to assess the effectiveness of the risk management program
- Establish contingency and incident planning and testing with suppliers and third-party partners

#### Auditing

Audits must be performed to ensure the confidentiality, integrity, and availability of resources and to verify compliance with policies, standards, and procedures. Audits should be performed annually. All departments and teams are expected to provide information requested by auditors to complete the following functions:

- Review policies, standards, and procedures and any ancillary documentation
- Review user and system access to resources and activity logs are granted using principles of least privilege and separation of duties
- Review system and software configurations
- Review change management records
- Review compliance with relevant legal and regulatory requirements
- Review compliance with Fillmore County's Security Awareness Program per the Fillmore County Information Security Policy.

#### **REFERENCES**

#### NIST CSF

- ID.AM-5, ID.AM-6
- ID.BE
- ID.GV
- ID.RA-1, ID.RA-3, ID.RA-4, ID.RA-5, ID.RA-6
- ID.RM
- ID.SC
- PR.AC-4
- PR.IP-7, PR.IP-8, PR.IP-9, PR.IP-10
- PR.PT-1
- RS.MI-3

## DATA CLASSIFICATION AND MANAGEMENT POLICY (3.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### **PURPOSE**

Data classification provides a foundation for identifying and protecting information that is critical to Fillmore County, its clients, and its partners. Information is one of Fillmore County's most valuable assets and improper disclosure of this information may result in a negative impact to Fillmore County's operations.

Data classification categorizes data based on the sensitivity of the data and the requirements and constraints governing its internal and external disclosure.

### **POLICY**

All data created, processed, or stored on Fillmore County information technology resources must be assigned a classification level by the information owner or creator. This classification will define how the data is accessed, utilized, and retained. In addition to classifying data, all information is expected to be communicated on a need-to-know basis.

This policy governs all data throughout its entire lifecycle and applies to all information in Fillmore County's possession or control regardless of whether it is electronic, paper, or any other format. This policy applies to all internal and third-party users of Fillmore County information technology resources, and as such, all users should be made aware of, have access to, and comply with this policy.

#### Responsibilities

##### ***Owner***

The owner of information is responsible for the classification and handling of the information throughout its lifecycle. This includes determining the value and classification of the data, communicating the classification to the custodians and users, and controlling the appropriate disclosure of the information.

##### ***Custodian***

An information custodian is responsible for protecting and classifying information as specified by the owner.

##### ***User***

Users are any workforce member, partner, or contractor that accesses or utilizes the information. Users should not disclose information to other parties without authorization from the owner.

#### Classifications and Handling

##### ***Not Public Data***

Not Public Data is information which is protected by federal and state privacy laws. This is the most sensitive classification. Unauthorized and uncontrolled disclosure of Not Public Data may seriously and adversely impact Fillmore County and the public. All Not Public Data must be handled in accordance with the Fillmore County Manual.

Not Public Data must be stored securely and protected from unauthorized user access by implementing the following safeguards:

- If digital, must be encrypted at rest, in transit, and in use, per the Fillmore County Encryption Policy.
- If digital, a user must be authenticated to access the information following the Fillmore County Access Control Policy.

- If hardcopy, must be locked in drawers, rooms, or other secure areas restricted to only authorized users.
- Must only be communicated using secure methods, such as encrypted emails or secure FTP.
- When transmitting via fax or mail, the destination must be confirmed as a secure location and security envelopes must be used and sealed.
- A confidentiality agreement is required before disclosure to third parties.

### ***Public Data***

Public information applies to all information which is designed specifically for public consumption. Unauthorized disclosure is not expected to adversely affect the company. Examples of public information include marketing materials and job postings.

Public information must be protected from unauthorized modifications by ensuring all modifications are approved by the Information Owner.

### **Retention and Disposal**

Proper retention, maintenance, and disposal of information ensures compliance with contractual and regulatory requirements while also positioning Fillmore County to respond quickly and efficiently to internal and external inquiries.

All confidential and sensitive information, regardless of storage location, will only be retained as long as required by legal, regulatory, or business requirements. When retention expires, information should be disposed of using the approved methods defined in the Asset Management Policy. Retention periods should be coordinated between the information owner and the Fillmore County legal team. Established retention and disposal schedules should be made available to information owners and custodians.

## **REFERENCES**

### **NIST CSF**

- ID.AM-5, ID.AM-6
- PR.AC-2, PR.AC-4
- PR.DS-1, PR.DS-2, PR.DS-3, PR.DS-5
- PR.IP-5, PR.IP-6

## ASSET MANAGEMENT POLICY (4.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### **PURPOSE**

The Asset Management Policy is essential in protecting the security of the network, data integrity, and other information technology resources. This policy covers the approval, management, and disposal of Fillmore County information technology resources.

### **POLICY**

An Asset Management Program must be established and maintained to approve, track, assign responsibility for, and dispose of, information technology assets that are created, owned, leased, or under the control of Fillmore County. Fillmore County must define an Asset Management Program that includes processes for the approval and assignment of responsibility for information technology assets. Assignment of and access to Fillmore County assets should maintain the principles of least privilege, follow a scheduled review cycle, and adhere to other requirements found in the Fillmore County [Access Control Policy](#).

#### Asset Types

Information technology assets can be classified into three categories as defined below. Each category has a non-comprehensive list of examples.

#### **Hardware**

- Workstations (desktops and laptops)
- Servers
- Network equipment
- Mobile devices (including cell phones and tablets)
- Printers, scanners, and fax machines
- Electronic media (CDs, Hard drives, flash drives, etc.)

#### **Software**

- Purchased, leased, or developed
- On-premises and cloud-based (SaaS)

#### **Information**

- Intellectual property
- Financial data
- Employee records
- Public and non-public information

#### Asset Management

##### **Hardware Assets**

Only authorized hardware assets should be used to access, process, or store Fillmore County information. All hardware assets are required to be tracked and must follow the requirements below.

- Assets must be assigned a unique ID number (asset tag).
- Assets must be assigned to a manager who has responsibility for the asset. This may be different than the individuals who use the asset(s).
- An asset tracking database must be maintained to track the following information:
  - Asset type

- Asset description
- Asset serial number (if applicable)
- Asset location (if applicable)
- Asset manager
- Employee(s) utilizing the asset
- Asset ownership status (if owned, leased, rented, or borrowed)
- All assets must be purchased following the defined purchasing procedure.

Processes must be defined to update the asset tracking database for all asset changes including relocation of devices, maintenance of devices, reassignment of users or manager, or disposal of the asset.

### ***Software Assets***

All software and associated licensing must be tracked in a format that allows for auditing of licenses, approvals, and location where the software has been deployed. A comprehensive list of all software used on Fillmore County assets must be maintained and regularly approved by the Information Technology team. This list must also list the version of approved software. This list will ensure Fillmore County complies with all contractual usage requirements.

Users are prohibited from downloading any type of software for use on Fillmore County information technology assets without approval from their immediate supervisor and the County Administrator.

### ***Information Assets***

#### ***Hardcopy Material***

- All hardcopy material containing confidential or sensitive information should be clearly labeled as such.
- At no time are hardcopy material containing confidential or sensitive information to be removed from any Fillmore County secure office environment.
- Hardcopy material containing confidential or sensitive must be securely retained and disposed of in compliance with the Fillmore County Data Classification and Management Policy.
- All confidential or sensitive hardcopy material must be stored securely in a safe or approved locking file cabinet.

#### ***Digital Media***

- All digital media containing confidential or sensitive information should be clearly labeled as such.
- At no time is digital media containing confidential or sensitive information to be removed from any Fillmore County secure office environment.
- Confidential or sensitive information should never be copied or stored on removable media without the approval of the County Administrator.
- All digital media containing County information must be encrypted in accordance with the Fillmore County Encryption Policy.

#### ***External Information Systems***

Fillmore County shall establish a procedure for maintaining trust relationships with other organizations owning, operating, and/or maintaining Fillmore County external information systems. These trust controls should provide the authorization and access terms and conditions for outside organizations working with Fillmore County external information systems. External information systems and authorized individuals or organizations shall be cataloged and reviewed on a regular basis.



### *Information Asset Inventory*

A media inventory log should be created that accounts for all hardcopy and digital media locations. All information assets must be inventoried monthly by the Information Security Team. At this time, the security controls on the storage mechanism must be checked. Upon completion of the inventory, the media inventory log will be updated.

### Secure Sanitization and Destruction

When no longer needed for legal, regulatory, or business reasons, all Fillmore County assets containing confidential or sensitive information shall be properly sanitized of this information before reuse or disposal. The sanitization process must erase, destroy, or render the device unusable. If outsourcing destruction of data or assets, a certificate of destruction must be obtained.

### Provisioning and Deprovisioning

Fillmore County information technology assets shall follow a standard provisioning and deprovisioning procedure when employees enter or exit the workforce. Employees and other users should understand their roles and responsibilities regarding their provisioned assets. When deprovisioning an employee consideration should be given to their access of critical and sensitive Fillmore County assets.

## **REFERENCES**

### NIST CSF

- ID.AM-1, ID.AM-2, ID.AM-4
- ID.GV-4
- PR.DS-1, PR.DS-2, PR.DS-3
- PR.IP-5, PR.IP-6
- PR.PT-2

## ACCESS CONTROL POLICY (5.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### PURPOSE

The Access Control Policy provides a framework for monitoring, limiting, and controlling access to Fillmore County's information technology resources. It also establishes a process for responding to unauthorized user access.

### POLICY

Fillmore County shall develop, document, and appropriately disseminate an Access Control Policy that addresses the purpose, scope, roles, responsibilities, oversight controls, coordination planning, and compliance necessities related to Fillmore County's access control needs. The Access Control Policy must facilitate the development and implementation processes for access control procedures. This policy also establishes standards for the continual review and improvement of Fillmore County's Access Control Policy. A successful Access Control Policy shall:

- Require all users and devices with access to Fillmore County's information technology resources to have a unique identifier. All identifiers should be captured and recorded when access is asserted.
- Establish procedures and monitoring for user, group, role, and device identifier issuance, management, verification, and revocation.
- Manage access permissions and authorizations, incorporating principles of least privilege.
- Enforce a separation of duties when managing access permissions and authorizations.
- Enforce a limit of consecutive invalid logon attempts by a user in a specified amount of time. Users exceeding this limit should be locked out of their account until reviewal and release by a system administrator.
- Establish authentication requirements that adequately address the assessed risk of each possible access transaction.
- Prevent and/or monitor for concurrent access sessions from the same access profile
- Establish usage restrictions, configuration requirements, and implementation guidance for any authorized remote access. Users and devices authorized for remote access must be clearly documented.
- Establish usage restrictions, configuration requirements, and implementation guidance for mobile device access. Mobile device access must be authorized and documented.
- Enforce clear documentation of user, group, role, and device privileges. Where possible, access permissions should be controlled on the group or role level.
- Establish reporting requirements when unauthorized access occurs or is believed to have occurred. This reporting should be automated where possible.
- Schedule access review audits for all users, groups, roles, and devices at least annually.
- Establish proper training and awareness for the Fillmore County employees responsible for managing access permission.

### REFERENCES

#### NIST CSF

- ID.GV-4
- PR.AC-1, PR.AC-3, PR.AC-4, PR.AC-6, PR.AC-7
- PR.AT-5
- PR.MA-2

## BACKUP AND DISASTER RECOVERY POLICY (6.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### PURPOSE

The purpose of this policy is to provide direction and framework for the creation, implementation, management, and continuous improvement of Fillmore County's Disaster Recovery Plan (DRP).

### POLICY

#### Disaster Recovery Plan

A DRP shall be documented and readily available to necessary stakeholders. Fillmore County's DRP shall include, but not be limited by, the following principles:

- Identify the individuals and/or teams and their responsibilities for disaster recovery activities, including development, maintenance, and testing.
  - A contact list shall be maintained for primary and secondary contacts responsible for critical recovery processes.
  - An authority structure shall be established to delegate responsibility to qualified respondents, coordinate teams and departments, and effectively communicate and mitigate identified potential risks.
- Identify, prioritize, and protect Fillmore County's critical systems, infrastructure, and data against disaster events in alignment with company risk assessments and business impact analyses.
- Establish safeguards to avoid disasters. These resiliencies could include, but are not limited to, system and data redundancy, fire suppression, environmental monitoring systems, surge protection, firewalls, and uninterruptible power supply (UPS).
- A communication strategy that assigns clear responsibilities for communicating recovery activities to internal and external stakeholders.
- Establish restoration processes in the event of system loss or impact to functionality.
- Backup and restoration response testing should be coordinated with all stakeholders and testing of a disaster event scenario should occur, annually at a minimum.
- Continuous response improvement efforts should be conducted.
- A lessons learned discussion shall occur amongst DRP stakeholders after a disaster event occurs. Remediation efforts should be recorded and tracked to ensure DRP effectiveness improvement.

#### System Backups

Fillmore County must define and implement a comprehensive strategy for performing regular backups of data and applications. The strategy and process must be documented and regularly tested. Backups must comply with the following:

- All backups should comply with the Fillmore County Encryption Policy to ensure encryption at rest and in motion.
- Access to backup assets should be restricted, logged, and monitored following the Fillmore County Access Control Policy.
- Fillmore County information technology resource backup schedule and retention be prioritized based on the resource's classification, criticality, and value to Fillmore County operations.
- All media containing classified information should be labeled with the appropriate classification label per the Fillmore County Data Classification and Management Policy.
- Backups should regularly be tested for validity by testing a sample of backed up resources.
- Media that will no longer be used should be disposed of in accordance with the Fillmore County Asset Management Policy.
- Backup recovery activities are communicated with internal and external stakeholders, as needed.

- A clear backup and retention schedule should be maintained, reviewed, and audited at least annually.

#### Backup Retention Schedule

| Asset   | Schedule                                    | Type        | Location     | Replicated     | Retention |
|---------|---------------------------------------------|-------------|--------------|----------------|-----------|
| Servers | Daily                                       | Incremental | On-premises  | Cloud          | 30 days   |
| AS400   | Weekdays                                    | Libraries   | USI DC (CPS) | Hamel DC (CPS) | 2 weeks   |
| AS400   | Quarterly                                   | Full system | USI DC (CPS) | Hamel DC (CPS) | 1 year    |
| Records | See county retention schedule summary table |             |              |                |           |

#### **REFERENCES**

##### NIST CSF

- ID.AM-5, ID.AM-6
- ID.BE-1, ID.BE-2, ID.BE-4, ID.BE-5
- ID.GV-2, ID.GV-4
- ID.RA-3, ID.RA-4, ID.RA-6
- ID.RM-2
- PR.DS-1, PR.DS-2
- PR.IP-4, PR.IP-6, PR.IP-7, PR.IP-9, PR.IP-10
- PR.MA-1
- RS.RP-1
- RS.CO-1, RS.CO-4
- RS.IM-1, RS.IM-2
- RC.RP-1
- RC.IM-1, RC.IM-2
- RC.CO-3

## SYSTEM CONFIGURATION POLICY (7.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### PURPOSE

All workstations, servers, and network devices on Fillmore County networks must be built and deployed securely and consistently to reduce attack surface and simplify management. The Fillmore County System Configuration Policy establishes rules for maintenance, protection, and remediation of Fillmore County's endpoints and network infrastructure against internal and external security threats.

### POLICY

It is the responsibility of the Technology/Land Records/GIS Committee to establish configuration standards to ensure devices are configured securely in order to minimize attack surfaces.

#### General Configuration

A system configuration procedure shall be defined that details the minimum configuration requirements of each system to ensure secure operation. Where possible, software should be installed per vendor best practices. At a minimum, the following process should be followed when deploying a new system:

- Install, update, and harden the operating system and application
- Follow the principle of least functionality by removing and disabling unnecessary services
- Install endpoint protection software as defined below
- Encrypt systems in accordance with the Fillmore County Encryption Policy
- Configure NTP client to a consistent source
- Configure backups in accordance with the Fillmore County Backup Policy
- Configure monitoring and alerting for resources and services
- Document the system and application configuration and dependencies and any ancillary documentation

#### Endpoint Protection

All servers, workstations, and other devices with access to Fillmore County's network are vulnerable to malware and must adhere to this policy to ensure Fillmore County is protected from endpoint-based threats.

- All Fillmore County owned or managed information technology assets must utilize the approved endpoint protection software.
- Responsibility for managing the endpoint protection solution is clearly delegated.
- The software must be configured to scan for malicious activity in real-time.
- Endpoints should implement and properly configure a host-based firewall solution.
- The software must be configured to prevent unauthorized tampering by end users.
- The software must check for signature updates daily.
- The software should not be disabled, or excessive exclusions permitted for extended periods of time.
- The software must be configured to alert on potentially malicious activity and trigger a response as defined in the Fillmore County Incident Response Policy.
- Event and detection logs shall be retained in accordance with the Fillmore County Logging and Monitoring Policy.

#### Network Security

- Implement and monitor firewalls at all network boundaries with different levels of trust
- Establish information flow controls and design networks to be segmented based on purpose and risk (e.g., separate production and development)

- Implement and monitor intrusion detection and prevention systems to monitor network traffic into and out of the network
- Review and approve network device security designs and changes, including modifications to firewall rules
- Review and regularly update a diagram of the network
- Wireless networks shall be restricted to authorized devices and users, utilizing strong authentication and only granting access to required services.

## **REFERENCES**

### NIST CSF

- ID.AM-6
- ID.BE-5
- PR.AC-5
- PR.DS-1, PR.DS-2, PR.DS-5, PR.DS-6, PR.DS-7, PR.DS-8
- PR.IP-1, PR.IP-3
- PR.PT-3, PR.PT-4, PR.PT-5
- DE.AE-1
- DE.CM-1, DE.CM-4, DE.CM-5, DE.CM-7

## ENCRYPTION POLICY (8.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### PURPOSE

This policy defines the requirements of encryption technologies utilized to protect Fillmore County data and systems.

### POLICY

#### Encryption Requirements

Certain classification of data must be encrypted as defined in the Data Classification and Management Policy. This may be implemented differently depending on the systems storing, accessing, or processing of the information.

- Workstations
  - Workstations, including desktops and laptops, should utilize whole disk encryption on the drive containing the OS and any classified information. Disk encryption should not be disabled by the user or without approval.
- Digital media
  - Digital media, including USB flash drives, CDs, and DVDs, should be encrypted at the device level or file level, as needed.
- Email
  - Any emails containing sensitive or confidential information must be encrypted using the company's encryption solution.
- Remote access
  - Remote connectivity to the company intranet must utilize strong encryption technologies such as an SSL, VPN, and/or HTTPS.
- Internet resources
  - Confidential and sensitive information transmitted to any internet services should utilize HTTPS or other secure methods to transfer the information.
- Backups
  - Backups should be encrypted at rest and during replication if implemented.
- Wireless networks
  - Wireless networks should utilize WPA2 or stronger protocols with strong encryption keys.

#### Key Management

Encryption keys are used to encrypt and decrypt data. Loss or misuse of an encryption key may result in unauthorized disclosure of data. As such, the following requirements must be followed when generating and handling encryption keys.

- Proprietary encryption technologies are prohibited unless approved by the Information Security team.
- Only strong keys should be implemented, regardless of solution.
  - AES – 256-bit keys
  - RSA – 2048-bit keys
- Encryption technologies should be implemented according to vendor recommendations.
- Keys should be distributed only to the data custodian(s) as approved by the Information Security team.
- Key should be stored in an encrypted format.
- Keys should be rotated after any suspicious disclosure or other suspected incident.

- Encryption keys no longer in service shall be disposed of using the approved methods defined in the Fillmore County Asset Management Policy.

## **REFERENCES**

### NIST CSF

- PR.DS-1, PR.DS-2, PR.DS-5
- PR.PT-2, PR.PT-4



## VULNERABILITY AND PATCH MANAGEMENT POLICY (9.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### PURPOSE

All servers, workstations, and network devices on Fillmore County networks, whether owned by Fillmore County, employees, or third parties, introduce vulnerabilities and risks to the network. These vulnerabilities must be addressed in accordance with this policy.

### POLICY

#### Discovery

Vulnerabilities, both internal and external, should routinely be identified and remediated to protect Fillmore County networks and data. Vulnerabilities may be discovered during vulnerability scans, penetration testing, or notification by third parties. Discovered vulnerabilities shall be logged, tracked, and reviewed on a routine schedule. The following requirements must be implemented to ensure timely identification of vulnerabilities.

- Roles and responsibilities for vulnerability testing and response are clearly defined.
- Monthly vulnerability scans of internal and external networks and systems are performed.
- Vulnerability scans of new solutions are performed before implementing into production.
- Vulnerability scans of systems after significant changes to applications are performed. For example, major version upgrades on core platforms.
- Annual penetration testing of internal and external systems.

#### Classification and Remediation

Once vulnerabilities are identified, they must be classified based on severity and risk and handled accordingly. Most vulnerability management solutions will assign a severity automatically. Severity of vulnerabilities may be adjusted by the County Administrator if deemed necessary and with guidance from the County's IT service provider. Vulnerabilities should be remediated, or the risk mitigated and accepted, within the timeline defined below, based on severity. Vulnerabilities shall be communicated to internal and external stakeholders, as needed.

| Severity      | Remediation SLA             |
|---------------|-----------------------------|
| Critical/High | Within 30 days of discovery |
| Medium/Low    | Within 90 days of discovery |

#### Patch Management

Many vulnerabilities are resolved by installing the latest patches released by the vendor. Some patches do not resolve security flaws and instead add or improve functionality. Security patches should be tested and automatically installed across the environment within the timelines defined below. All changes to install patches must comply with Fillmore County Change Management Policy and System Configuration and Security Policy. A communication plan with vendors should be maintained to alert Fillmore County when new security patches are released.

| Patch Severity | Patch Type | Timeline                               |
|----------------|------------|----------------------------------------|
| Critical/High  | Security   | Within 30 days of release              |
| Medium/Low     | Security   | Within 90 days of release              |
| Other          | Feature    | As required to maintain vendor support |

### REFERENCES

#### NIST CSF

- ID.RA-1, ID.RA-3, ID.RA-6
- DE.CM-1, DE.CM-4, DE.CM-5, DE.CM-8
- DE.DP
- PR.AC-5
- PR.DS-6
- PR.IP-12
- PR.MA-1
- PR.PT-4
- RS.AN-1, RS.AN-5
- RS.MI-3

## LOGGING AND MONITORING POLICY (10.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### PURPOSE

Audit logs provide insight into authorized and unauthorized activities by Fillmore County employees, business partners, and unknown entities. Log management and system monitoring allows Fillmore County to quickly and effectively prevent, detect, and respond to security events.

### POLICY

Procedures must be established for Fillmore County security and business teams to ensure that appropriate audit logs are collected, analyzed, responded to, and maintained in accordance with the regulatory, legal, and security needs of Fillmore County.

#### Event Collection

To allow for effective monitoring and investigation, Fillmore County devices and network infrastructure must be configured to log the appropriate events and activities.

- Audit logs should be generated for all privileged actions, system changes, and network activity on all corporate devices where possible. This shall include, but is not limited to:
  - Use of system utilities, applications, and/or stored files
  - Alarms raised by the access control system
  - Changes to system or resource configuration, both scheduled and unscheduled
  - Changes to the activation status of protection systems
- Audit logs should include both successful events and failed attempts where possible.
- Network traffic flows should be captured on all network infrastructure equipment.
- Audit logs and traffic flows should be transmitted to a central security information and event management (SIEM) platform to allow for event correlation and automated reviews.
- Devices should be configured to utilize a consistent time source to ensure event correlation is possible.
- Audit logs should contain the following where possible:
  - User or account IDs
  - User privilege level
  - IP addresses and protocols
  - Date and time
  - Event details
  - Device and location

#### Event Review

Logs must be centrally managed and regularly reviewed to enable quick detection and response to potential security incidents. Log analysis and event detection may be automated where possible and continually improved.

- A security information and event management (SIEM) solution should be implemented and configured to collect logs from all sources.
- Events should be correlated to identify possible security incidents such as unauthorized access, privileged operations, system alerts, or system changes.
- Events and traffic flows should be reviewed on a regular basis to detect anomalous activity and initiate the appropriate response.

### System Monitoring

Fillmore County must monitor its internal and information systems to detect:

- Indicators of attacks or potential attacks
- Unauthorized local, network, and remote connections
- Unauthorized personnel, devices, and software
- Malicious and unauthorized mobile code

Agreements shall be established with external service providers to detect, monitor, and report potential cybersecurity events. Thresholds for escalating detected events must be created and categorized. Any detected events, or suspected events, that pass the escalation threshold should be reported to the Incident Response Team following the Fillmore County Information Security Policy.

### Event Retention and Protection

Logs must be retained for an appropriate amount of time to ensure information is available when needed. Log access should be restricted to authorized users only. Owners of the Fillmore County information, as defined in the Fillmore County Data Classification and Management Policy, should work with Legal partners to define retention standards and timelines.

- Audit logs may contain sensitive information and should be protected from unauthorized access.
- Access to the log management solution should be monitored and reviewed.
- Log server storage capacity must be monitored and maintained to allow for record storage during the required retention periods.
- Events shall be retained for a minimum of 90 days.

## **REFERENCES**

### NIST CSF

- DE.AE-1, DE.AE-2, DE.AE-3, DE.AE-5
- DE.CM-1, DE.CM-2, DE.CM-3, DE.CM-4, DE.CM-5, DE.CM-6, DE.CM-7
- DE.DP-4
- PR.AC-1
- PR.DS-6, PR.DS-8
- PR.PT-1
- RS.AN-1, RS.AN-3, RS.AN-5

## CHANGE MANAGEMENT POLICY (11.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### PURPOSE

Changes to Fillmore County information systems or applications introduce significant risk to the county and must be approved through a consistent change management oversight process. Proper change management ensures impacts to operations and the environment are considered for all scheduled, unscheduled, and emergency situations.

### POLICY

All proposed changes to Fillmore County information technology resources must follow the formal change control process defined below. All steps of the process must be documented, and any approval must be tracked. Change controls must include:

- Defined schedules for maintenance activities, where possible
- Considerations for manufacturer or vendor specifications on maintenance recommendations
- Identification, review, and documentation of changes including purpose, urgency, complexity of the change, and change activities
- Planning and testing of requirements and changes prior to operational system deployment
- An assessment of potential operational and security impacts
- Verification and evaluation of successful change
- Rollback procedure if the change was unsuccessful
- Specified procedures for system configuration change identification, security impact consideration and review, documentation requirements, and management oversight
- Specified procedures for monitoring, logging, and approving remote maintenance and diagnostic activities performed on Fillmore County's assets
- Requirements to consult Fillmore County's information security leader for guidance on the development and implementation of remote maintenance and diagnostic procedures
- Requirements to follow Fillmore County Access Control Policy when local or remote maintenance is being performed
- Formal, documented approval of change by management
- Communication of change to all internal and external stakeholders
- Post-change analysis to review lessons learned and improve the change process

When possible, development and testing environment(s) should be separate from the production environment.

### Emergency Changes

Emergency situations may arise which require immediate changes without the ability to follow the formal change control process. This may include events such as containing security incidents or resolving systems unavailability. In these events, the formal process does not need to be followed, however, all changes must still be documented and approved by management.

### REFERENCES

#### NIST CSF

- PR.AC-5
- PR.DS-7
- PR.IP-3

- PR.MA-1, PR.MA-2

## PHYSICAL SECURITY POLICY (12.00)

Date Approved by the County Board: MONTH ##, ###  
Supersedes Policy Dated: N/A

### PURPOSE

Access to Fillmore County facilities by employees, vendors, and visitors must be controlled for the safety of personnel, data, and assets.

### POLICY

All Fillmore County facilities and data centers must be secured by digital locks that require a PIN or keycard for entry. Physical keys should be distributed on a limited as-needed basis and only used in the event of an emergency. Monitoring of the physical environment must be performed to reduce the likelihood of a security event. Access to Fillmore County facilities should be controlled in a separation of duties environment and follow other principles established in the Fillmore County [Access Control Policy](#).

#### Employees

Each employee with access to Fillmore County facilities shall be issued a unique PIN or card. Employees are prohibited from sharing access cards or PINs for any reason. Cards or PINs shall be issued and revoked by the County Administrator or designee and shall be built into the employee onboarding and termination processes. Appropriate training for the Fillmore County employees responsible for managing physical access permissions shall be established.

Employees that require access to Fillmore County facilities outside of regular hours must gain approval from their direct supervisor and the County Administrator. Access should be granted to facilities on a least-privilege basis.

#### Visitors

All visitors must sign in and out of Fillmore County facilities using a visitor log. At a minimum, the log should capture the following information.

- Name of visitor and company if applicable
- Date of visit
- Purpose of visit
- Personnel visiting
- Time in
- Time out

All visitors shall be issued a visitor badge while visiting. Visitors must be escorted at all times while in any secured areas of Fillmore County facilities.

The Sheriff's Office is responsible for issuing and tracking visitor access.

#### Access to Secure Facilities

Enforcing and monitoring physical access to secure facilities is the responsibility of the Sheriff's Office. The Sheriff's Office shall define procedures for screening access and conduct regular security checks of facilities.

Response procedures to common types of incidents shall be documented and tested on a regular basis.

### Monitoring

Monitoring of the physical environment must be performed to detect and prevent potential security events. Regular user access reviews shall be conducted along with regular reviews of access logs.

### **REFERENCES**

#### NIST CSF

- DE.CM-2, DE.CM-3, DE.CM-7
- DE.DP-4
- PR.AC-1, PR.AC-2, PR.AC-4
- PR.AT-5, PR.IP-5



## **EXCEPTIONS AND ENFORCEMENT (13.00)**

### **EXCEPTIONS**

Exceptions from certain policy provisions may be sought following the Fillmore County Policy Exception process. Exceptions will be assessed and granted based on risk level.

### **ENFORCEMENT**

All employees, vendors, or clients that violate this policy may be subject to disciplinary action up to and including termination of employment, termination of contracts, and civil or criminal penalties. Fillmore County complies with all applicable federal, state and local laws as they concern the employer/employee relationship, and nothing contained herein should be misconstrued to violate any of the rights or responsibilities contained in such laws.