

BOARD OF SUPERVISORS MINUTES

FEBRUARY 26, 2019

At a Worksession of the Orange County Board of Supervisors held on Tuesday, February 26, 2019, beginning at 4:00 p.m., in the Meeting Room of the Gordon Building, 112 West Main Street, Orange, Virginia. Present: James K. White, Chairman; James P. Crozier, Vice Chairman; R. Mark Johnson; S. Teel Goodwin; and Lee H. Frame. Also present: R. Bryan David, County Administrator; Thomas E. Lacheneay, County Attorney; and Alyson A. Simpson, Chief Deputy Clerk.

RE: DRAFT INFORMATION TECHNOLOGY PERSONNEL POLICIES

Larry Clement, Information Technology Director, and Stephanie Straub, Director of Management Services, presented a working draft of seven (7) new personnel policies to the Board for discussion, all of which related to information technology, data, and security.

Mr. Clement explained that staff was seeking initial guidance and input relative to the policies. He added that, after incorporating any suggestions or edits from the Board, the policies would be distributed to Constitutional Officers for their review. Lastly, Mr. Clement indicated that the final drafts of the policies would be presented for the Board's consideration and adoption at a worksession in the coming months.

Discussion ensued among the Board regarding: the need to frequently review and update technology-related policies; separating the proposed compliance section into its own policy; documentation of verbal warnings; the responsible party for issuing warnings; why multiple verbal warnings were allowable in the proposed policies; determining the severity of offenses; referencing the current disciplinary policy in the new compliance policy; policy training and education; the need to ensure consistency in enforcing the policies and determining disciplinary actions; the process of reporting and addressing violations; use of technology components, such as videos or Q&A modules, to train employees on these policies, as well as other new policies; removal of specific standards from the policies in order to avoid having to revise the policies too frequently, possibly by referencing another document; requiring email addresses for staff; organizing the current acceptable use and password policies into a new section of the policy manual; and next steps in the adoption process.

The Board took the information regarding the draft Information Technology personnel policies under advisement, and there was no action taken at this time.

RE: ADJOURN

The Board concluded its Worksession and continued to its Regular Meeting at 4:49 p.m.

James K. White, Chairman

R. Bryan David, County Administrator