

# **Information Services Policy Committee**

**Thursday, June 25, 2015, 1:00 PM**

**Room 214, City County Building**

## **Meeting Minutes**

ISPC members in attendance: Steve Hubka, Dennis Meyer, Jane Raybould and Todd Wiltgen.  
Information Services staff members in attendance: Steve Henderson, Jim Anderson, Craig Gifford and Jeff McReynolds.

Meeting called to order at approximately 1:08.

Raybould nominated Wiltgen as Chair; seconded by Hubka. Carried by unanimous voice vote.  
Wiltgen nominated Raybould as Vice Chair; seconded by Meyer. Carried by unanimous voice vote.

Wiltgen called attention to the Open Meeting Act information posted in the room.

There was no public comment.

Hubka moved approval of the April 9, 2015 minutes; Meyer seconded. Approved on 3-0-1 vote, with Raybould abstaining.

Henderson reported that the Information Services fund balance was \$455,670.21 for May and \$783,620.67 for June. He stated that the decrease in May was likely attributable to the VOIP debt service payment. A graph of the recent fund balance history is included later in these minutes.

Henderson started a conversation regarding the ISPC's role in policies, standards and guidelines. A handout pertaining to this material is included later in these minutes. He also referenced (via online display) the Nebraska Information Technology Commission's framework on these matters and offered that it could serve as a possible model for the ISPC's efforts. Discussion ensued about additional possible elements of a possible overall process, including definitions, waivers and comments. Henderson then distributed a draft password standard; the draft more formally documents the current practices regarding passwords. There was continued discussion about password management. Eventually, Henderson stated that there was no expectation of adopting anything during the particular meeting, but added that the topic would be back at future ISPC meetings.

Anderson discussed the Systems Development status report. A copy of his report is included later in these minutes. There was some expanded discussion about the County's decision to not continue the Empower time entry pilot. Anderson mentioned some scheduling considerations regarding completing the County JDE upgrade and the payroll migration.

Gifford discussed the status of the Novell migration project. He mentioned that Information Services will be establishing a modest Windows 10 “lab” to learn more about the new operating system. Information Services is working on the elimination of Microsoft 2003 servers. Gifford mentioned the video system work with the State, indicating that the effort has had some challenges.

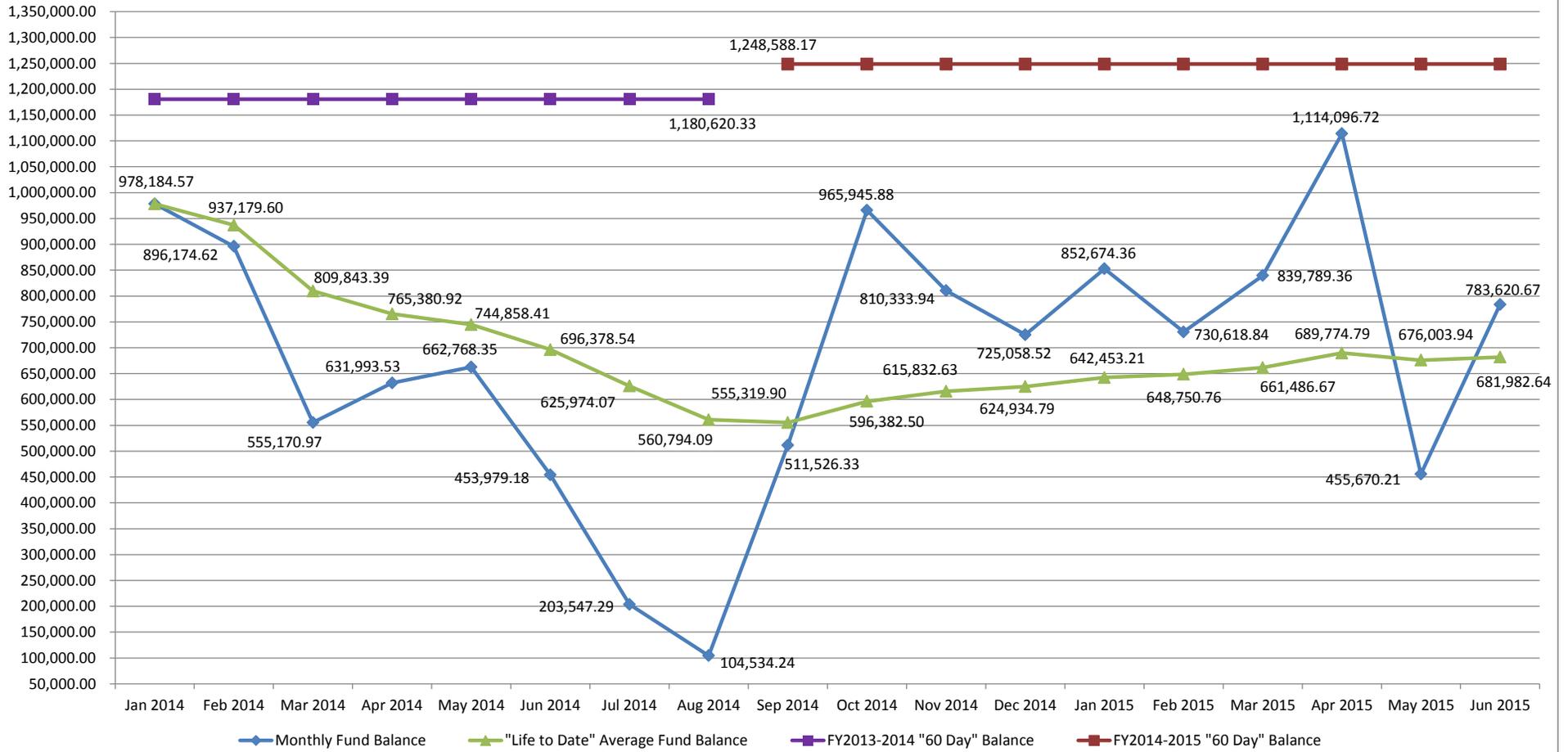
McReynolds mentioned the NITC’s/GIS Council’s efforts to develop a statewide property parcel dataset. He mentioned the pending work to upgrade imagery in possible cooperation with MAPA. There was also some discussion about the current status of AVL efforts. He also mentioned a more comprehensive proposal he is working on regarding GIS software, hardware and services.

There was some discussion of the status of the City’s website.

There was some discussion of both City and County Records Management efforts, with some mention of TRIM and OnBase. There is working being done to finalize a position for additional Records Management work in the County Clerk’s office.

With no further business to conduct, Wiltgen adjourned the meeting at approximately 2:18.

### Information Services Fund Balance - January, 2014 to Present



# **ISPC Policies, Standards and Guidelines**

## **Process Considerations**

**June 25, 2015**

Excerpts from the recently-revised Interlocal Agreement:

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C. Purpose. The purpose of the ISPC is to initiate, review, and recommend to the Mayor, City Council and the County Board policies that promote and facilitate effective delivery of information technology services to all Information Services customers.

D. Duties. The duties of the ISPC may include, but are not limited to the following:

1. Recommend appropriate policies, standards and guidelines that apply to any entity subject to this Agreement.

Policies shall be approved by the Mayor, City Council and Board of County Commissioners prior to implementation. Standards and guidelines shall be approved and implemented by the ISPC.

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What elements of a Policies, Standards and Guidelines process should be included?

- General organizational framework
- Definitions
- Waiver process
- Comment period

# ISPC Standard 7.C.01 – Passwords

**Category:** Security Architecture

**History:**

## 1. Purpose

The purpose of this standard is to set the minimum requirements for passwords needed for system access.

## 2. Standard

### 2.01 Windows domain passwords

Passwords must be at least eight characters in length (maximum 28 characters).

Passwords must contain characters from at least three of the following four categories:

- English uppercase alphabet characters (A–Z)
- English lowercase alphabet characters (a–z)
- Numeric Base 10 digits (0–9)
- Special Characters ~!@#\$\$%^&\*\_-+=`\|(){}[];:"'<>.,?/

Passwords cannot contain the user's first or last name.

Passwords cannot contain the user's account name (userid).

Passwords cannot contain the word password.

Passwords cannot be reused for 4 cycles.

The user's account name (userid) will be disabled for one hour after excessive incorrect login attempts.

Passwords expire every 56 days.

*SMART PHONE USERS: If you have a smartphone set up to access the City/County Microsoft Exchange email system, once you change your Windows password, you must also update the password on your phone to reference the same password. Failure to change your smartphone email password in a timely manner may cause your Windows password to become disabled due to excessive incorrect login attempts.*

### 2.02 Mainframe passwords

Passwords must be eight characters in length.

Passwords can contain characters from the following categories:

- English uppercase alphabet characters (A–Z)
- English lowercase alphabet characters (a–z)
- Numeric Base 10 digits (0–9)

- Special Characters @ # \$

Passwords must contain at least one English uppercase alphabet character.

Passwords must contain at least one English lowercase alphabet character.

Passwords must contain at least one numeric digit (0-9).

Passwords cannot be reused.

Userid will be disabled after three incorrect login attempts.

Passwords expire every 31 days.

### **2.03 JDE passwords (both county and city)**

Passwords must be eight characters in length.

Passwords can contain characters from the following categories:

- English uppercase alphabet characters (A–Z)
- English lowercase alphabet characters (a–z)
- Numeric Base 10 digits (0–9)
- Special Characters @ # \$ \_

Passwords must start with an English alphabet character.

Passwords must have at least one numeric digit (0-9).

Passwords cannot reuse a character consecutively (no double characters.)

Passwords cannot be reused for 10 cycles.

Userid will be disabled after five incorrect login attempts.

City JDE passwords expire every 56 days.

*If you are mapping a drive to JDE, your Windows Domain and JDE passwords must be the same and have no upper case alpha characters. To insure that you retain a mapped drive to the JDE iSeries, change network and JDE passwords before they expire.*

### **3. Applicability**

This standard applies to all city and county organizations.

### **4. Responsibility**

Any city or county organization involved in direct password administration is responsible for adherence to this standard.

### **5. References**

No additional references cited for this standard.

## INTER-OFFICE MEMO

**TO:** Information Services Policy Committee  
**FROM:** Jim Anderson, Systems Coordinator, Information Services  
**DATE:** June 25, 2015  
**SUBJECT:** Monthly Report

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### SYSTEMS DEVELOPMENT PROJECTS

1. **EmpowerTime System** – The County implementation project has been cancelled. Doug McDaniel indicated that he would have discussions with City leaders to determine the level of interest in a City implementation.
2. **City/County Payroll/HR** – Preliminary discussions have started concerning a migration of the Tesseract Payroll/HR system. A demo of the Empower HR/Pay system will be coordinated. Further activities on the project may be held off until the County EnterpriseOne project is near completion.
3. **County EnterpriseOne** – The RFP for the upgrade of the County EnterpriseOne financial system is currently open and closes on July 15th.
4. **JDE World** - Work continues on the clean-up items identified during the JDE 9.3 upgrade.
5. **Accela Automation** - The Accela Automation system was upgraded from version 7.3.1 to 7.3.3. This was the first upgrade managed by Information Services. Systems Development developed Accela Automation scripting capabilities which will help automate departmental business processes.