

August 3, 2015

Chairman Helgevold called the regular meeting of the Wright County Board of Supervisors to order at 9:00 a.m. Members present were Watne, Rasmussen, and Helgevold.

Minutes of the previous regular meeting of July 27, 2015 were read and approved.

Approved claims for payment.

Motion by Watne and seconded by Rasmussen to approve the contract with Hogan-Hansen for the 2014-2015 Annual Audit and have the Chairman sign. Motion carries.

Held the second reading of Ordinance #49 on the Area Service Road Classification. This ordinance needs to be in place in order to receive FEMA Grant money. The ordinance has been published in all three newspapers. Motion by Rasmussen and seconded by Watne to approve the second reading of the ordinance and waive the third reading. By roll call vote: Ayes – Watne, Rasmussen, and Helgevold; nays – none. Ordinance #49 duly passes by unanimous vote.

Supervisor Watne presented Resolution 2015-22 on a Policy for Disclosure of Security Related Information. Motion by Watne and seconded by Rasmussen to approve Resolution 2015-22. By roll call vote: Ayes – Watne, Rasmussen, and Helgevold; nays – none. Resolution 2015-22 duly passes and reads as follows:

RESOLUTION 2015-22

Policy for Disclosure of Security Related Information

For the protection of county employees, visitors to county facilities, persons in the care, custody or under the control of the county, and property under the jurisdiction of the county, the Wright County Board of Supervisors hereby adopts this Policy for Disclosure of Security Related Information for Wright County, Iowa (hereinafter “the County”), pursuant to Iowa Code §22.7(50).

Purpose:

The purpose of this policy is to provide guidelines for exempting public disclosure of security related information pursuant to Iowa Code § 22.7(50).

Policy Statement:

Disclosure of certain security related information to the public may increase risks to employees, visitors, persons or property and therefore must be protected. The County shall not disclose confidential information developed and maintained by the County concerning security procedures and emergency preparedness in response to a public records request if disclosure could reasonably be expected to jeopardize such employees, visitors, persons, or property. Only information that has a reasonable likelihood of compromising or jeopardizing safety and security should be withheld under this policy.

Guidelines:

In responding to public records requests, confidential information developed and maintained by the County concerning security procedures and emergency preparedness may be withheld to help insure the safety and security of employees, visitors, persons, or property associated with the County. The following information shall be kept confidential unless otherwise ordered by a court, by the lawful custodian of the records, or by another person duly authorized to release such information:

1. Architectural, engineering or construction diagrams not otherwise publicly available;

2. Information contained in records that if disclosed would significantly increase the vulnerability of critical physical systems or infrastructures of the County;
3. Information about alarm and security systems, including but not limited to key or electronic codes, passwords, restricted area passes, wiring diagrams, system specifications, security cameras, security camera footage and recordings, electronic door systems and security procedures and planning related to such systems;
4. Information about security systems governing information technology systems, including hardware, software, passwords and protocols;
5. Security plans and protocols, including contingency planning, continuity of operations planning and emergency response plans and protocols;
6. Information about specific threats, assessments of specific threats, and plans for addressing specific threats held by the County, recognized threat assessment team or other authorized group or individual;
7. Information about the location of hazardous materials such as controlled substances, radioactive materials, toxic materials, explosives and other hazardous biological materials;
8. Information and protocols related to cash, cash handling, cash equivalents and property with unique or extraordinary value; and
9. Assessments of security vulnerability of the County, county assets, or systems.

Disclosure of Security Related Information:

Security Related Information may be disclosed to an authorized contractor or other governmental entity when necessary to maintain or improve operations of the County.

Situations in which such a necessity arises includes, but is not limited to, contractors working on the County's information or communications systems, joint projects with other entities, or other public safety agencies using the County's communications systems.

Document Identification:

When possible, documents containing security related information should be identified with the following statement in the header and footer of each page:

CONTROLLED UNCLASSIFIED INFORMATION

In addition, the following statement should be added to the document's title page:

NOTICE: The contents of this document are proprietary to Wright County and shall not be disclosed, disseminated, copied, or used except for purposes expressly authorized in writing by Wright County. Documents containing security related information should not be left out in the open when not in use.

Pam Townsend, representing the Clarion Chamber and Development came to the board to request the use of the courthouse square. They hope to get enough vendors to participate to hold a flea market on August 22nd and possibly try again on September 26th. This was approved by the board.

Motion by Watne and seconded by Rasmussen to adjourn the meeting. Motion carries.

Karl Helgevold, Chairman
Wright County Board of Supervisors

Betty Ellis, Wright County Auditor