



BOARD OF COMMISSIONERS

BOARD OF COUNTY COMMISSIONERS MEETING

1:00 PM, MONDAY, OCTOBER 7, 2024

Allen Room - Deschutes Services Building - 1300 NW Wall Street – Bend

(541) 388-6570 | www.deschutes.org

AGENDA

MEETING FORMAT: In accordance with Oregon state law, this meeting is open to the public and can be accessed and attended in person or remotely, with the exception of any executive session.

Members of the public may view the meeting in real time via YouTube using this link: <http://bit.ly/3mmlnzy>. **To attend the meeting virtually via Zoom, see below.**

Citizen Input: The public may comment on any topic that is not on the current agenda. Alternatively, comments may be submitted on any topic at any time by emailing citizeninput@deschutes.org or leaving a voice message at 541-385-1734.

When in-person comment from the public is allowed at the meeting, public comment will also be allowed via computer, phone or other virtual means.

Zoom Meeting Information: This meeting may be accessed via Zoom using a phone or computer.

- To join the meeting via Zoom from a computer, use this link: <http://bit.ly/3h3oqD>.
- To join by phone, call 253-215-8782 and enter webinar ID # 899 4635 9970 followed by the passcode 013510.
- If joining by a browser, use the raise hand icon to indicate you would like to provide public comment, if and when allowed. If using a phone, press *9 to indicate you would like to speak and *6 to unmute yourself when you are called on.
- When it is your turn to provide testimony, you will be promoted from an attendee to a panelist. You may experience a brief pause as your meeting status changes. Once you have joined as a panelist, you will be able to turn on your camera, if you would like to.



Deschutes County encourages persons with disabilities to participate in all programs and activities. This event/location is accessible to people with disabilities. If you need accommodations to make participation possible, call (541) 388-6572 or email brenda.fritsvold@deschutes.org.

Time estimates: The times listed on agenda items are estimates only. Generally, items will be heard in sequential order and items, including public hearings, may be heard before or after their listed times.

CALL TO ORDER

CITIZEN INPUT: Citizen Input may be provided as comment on any topic that is not on the agenda.

Note: In addition to the option of providing in-person comments at the meeting, citizen input comments may be emailed to citizeninput@deschutes.org or you may leave a brief voicemail at 541.385.1734..

AGENDA ITEMS

1. **1:00 PM** Presentation: Four Rivers Vector Control District Annual Work Program
2. **1:30 PM** Partnership Update: Bethlehem Inn and Adult Parole and Probation
3. **2:00 PM** United Way of Central Oregon Update on Video Lottery Grant Funds
4. **2:15 PM** Proposed Updates to Cellular Phone Policy BLDG-2

OTHER ITEMS

These can be any items not included on the agenda that the Commissioners wish to discuss as part of the meeting, pursuant to ORS 192.640.

EXECUTIVE SESSION

At any time during the meeting, an executive session could be called to address issues relating to ORS 192.660(2)(e), real property negotiations; ORS 192.660(2)(h), litigation; ORS 192.660(2)(d), labor negotiations; ORS 192.660(2)(b), personnel issues; or other executive session categories.

Executive sessions are closed to the public; however, with few exceptions and under specific guidelines, are open to the media.

ADJOURN



BOARD OF
COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: October 7, 2024

SUBJECT: Presentation: Four Rivers Vector Control District Annual Work Program

RECOMMENDED MOTION:

N/A; information only

BACKGROUND AND POLICY IMPLICATIONS:

Representatives from the Four Rivers Vector Control District will present the district's annual work program and related updates to the Board.

BUDGET IMPACTS:

None

ATTENDANCE:

Rodney Dieckhoff, Board President
Myles Bowlin, Operations Manager
Sierra Dieckhoff, Office Manager



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: October 7, 2024

SUBJECT: Partnership Update: Bethlehem Inn and Adult Parole and Probation

RECOMMENDED MOTION:

None; update only about the partnership between Bethlehem Inn and Adult Parole and Probation to guide clients towards greater self-sufficiency.

BACKGROUND AND POLICY IMPLICATIONS:

Deschutes County Parole and Probation has partnered with Bethlehem Inn for nearly ten years to provide case management beds for Justice Reinvestment Program clients. Generally, these clients are drug and property offenders who have recently been released from prison or who have received a downward departure in lieu of a prison sentence. The number of contracted beds has varied from three to seven, with seven contracted for fiscal year 2024.

Upon intake at the Bethlehem Inn, all clients are screened using a self-sufficiency matrix (also completed at exit) which helps staff identify potential barriers to each client's self-sufficiency. Adult P&P clients typically stay for 60 to 90 days, during which time they receive enhanced case management to reduce identified barriers to self-sufficiency and help them secure stable housing.

Although Adult P&P contracts with Bethlehem Inn for seven beds, the Inn regularly accommodates more than seven P&P clients each month, with the additional clients participating in Bethlehem Inn's Next Steps program.

70% of clients receiving the enhanced case management services improve their overall self-sufficiency during their stay. Over the past year, there were 30 total intakes into the contracted beds, with an average stay of 61 days. 72% of these individuals exited Bethlehem Inn with more stable housing than when they arrived.

ATTENDANCE:

- Gwenn Wysling, Executive Director, Bethlehem Inn
- Deevy Holcomb, Director, Deschutes County Community Justice
- Trevor Stephens, Business Manager for Community Justice
- Nicoli Brower, Administrative Analyst for Adult Parole and Probation



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: October 7, 2024

SUBJECT: United Way of Central Oregon Update on Video Lottery Grant Funds

BACKGROUND AND POLICY IMPLICATIONS:

The Board of County Commissioners requested United Way of Central Oregon (UWCO) provide an update on distribution of Video Lottery Funds (VLF). For Fiscal Year 2025, UWCO requested \$80,000 in VLF and the BOCC allocated \$60,000. In Fiscal Year 2024, UWCO received \$80,000.

ATTENDANCE:

Jen Patterson, Strategic Initiatives Manager

Diana Fischette, United Way of Central Oregon, Regional Executive Director

United Way of
Central Oregon

Memo

To: Deschutes County Board of Commissioners

From: United Way of Central Oregon (UWCO)

Date: September 27, 2024

Re: Clarification on the Distinct Role of Video Lottery Dollar Allocations for Emergency Food, Shelter, and Clothing Activities

Dear Commissioners,

We greatly appreciate the ongoing partnership between Deschutes County and United Way of Central Oregon. The Video Lottery Dollar allocation you entrust to United Way plays a critical role in supporting emergency food, shelter, and clothing programs across Central Oregon. We understand there may be questions regarding how these funds are distinct from the allocations the County provides to other nonprofit agencies that also work in areas related to community well-being. We would like to take this opportunity to clarify the non-duplicative nature of these funds and highlight how they complement the broader landscape of County support for nonprofit organizations.

1. Targeted Focus on Immediate, Basic Needs

The funds awarded to United Way are specifically directed toward addressing the most urgent basic needs in our community—emergency food, shelter, and clothing. These are life-sustaining services that meet the immediate needs of individuals and families in crisis, providing a safety net for those facing homelessness, hunger, and extreme poverty and ensuring that those in dire situations have access to these fundamental resources. Rather, the Video Lottery funds the Commissioners allocate by to other nonprofits include grants for special projects and service initiatives, supporting a broader spectrum of services, including long-term projects that address systemic issues and long-term development goals.

2. Leveraging Federal Funds with County Support

The Video Lottery Dollars from Deschutes County not only provide crucial resources for immediate needs but also allow United Way to more effectively manage and distribute federal funds from FEMA's Emergency Food and Shelter Program. These federal dollars are designated to nonprofits serving Deschutes County residents, but they come with stringent reporting and compliance requirements, which can create an administrative burden that smaller agencies are unable to manage effectively.

By having access to both County and federal funding streams, United Way is able to strategically allocate resources across the community, ensuring that nonprofits receive the right type of support for their capacity. The County Video Lottery funds allow United Way to cover critical needs that federal dollars

cannot, while also ensuring that FEMA funds are allocated efficiently. Without the County's support, many smaller nonprofits would struggle to meet the administrative demands of federal funding, limiting their ability to access that funding and to serve vulnerable populations.

3. Complementary, Not Redundant, Funding

Because we are focusing on different aspects of community well-being, the funding directed from the County to United Way and other nonprofits are complementary rather than duplicative. The funds awarded to United Way are directed toward immediate, on-the-ground relief, and complement the County's other allocations that support more sustainable, capacity-building projects.

4. Non-Overlapping Allocation Process

The funds administered by United Way are disbursed following a rigorous RFP, needs-based assessment, and allocation process led by a Local Emergency Food and Shelter Board made up of volunteers deeply steeped in emergency service provision in the County. This ensures that the funds are targeted to meet specific emergency food, shelter, and clothing needs, there is no overlap in how funds are used, and they are directed to organizations that specialize in short-term, high-impact services.

5. Limited Overlap Between County and United Way Funding

Of the 14 agencies funded by United Way through the Video Lottery Dollar allocation for Emergency Food and Shelter grants and the 17 agencies that Deschutes County funded directly, only 2 agencies received funding from both sources. Among these two agencies, only one received funding for the same efforts. In that circumstance, Council on Aging received \$4,000 from United Way's allocation process for serving 60 seniors with 11 meals for two weeks, complimenting funding from the County for Meals on Wheels.

We understand the importance of transparency and collaboration in funding decisions. Moving forward into the future, the United Way process will avoid any duplication of services when ensuring that Video Lottery funding is distributed as effectively as possible. This coordination will prevent service gaps and enhance the efficiency of how emergency resources are delivered to those in need.

Conclusion

The Video Lottery funds allocated to United Way serve a distinct and essential role in addressing immediate crisis situations involving food, shelter, and clothing. While the County's direct allocations to other nonprofit agencies also address vital community needs, they are typically directed toward broader, long-term initiatives. By maintaining these complementary funding streams, Deschutes County ensures a holistic approach to community support—addressing both immediate needs and long-term stability. Additionally, the flexibility provided by these County funds enhances United Way's ability to efficiently allocate federal funds, thereby maximizing the impact of both funding sources across Central Oregon.

We are grateful for your continued trust and support in allowing United Way to serve as a steward of these crucial resources for our community's most vulnerable members.

Sincerely,

Diana Fischetti, Regional Executive Director
United Way of Central Oregon

Agencies Funded through United Way's Emergency Food & Shelter Program & Deschutes County Video Lottery Allocation

Agency	County EFSG 2024	Video Lotto Dollars 2024	Video Lotto REQUESTS 2025
Assistance League of Bend	\$ 4,750.00	\$ -	\$ -
Bend Church (United Methodist)	\$ 6,000.00	\$ -	\$ -
Boys & Girls Club of Bend	\$ 7,500.00	\$ -	\$ -
Central Oregon Council on Aging (COCOA) Meals on Wheels and Congregate Meals	\$ 4,000.00	\$ 42,500.00	\$ 50,000.00
Central Oregon Veterans' Outreach (COVO) Homeless Outreach Coordinator	\$ -	\$ 30,000.00	\$ 30,000.00
Central Oregon Villages	\$ 10,395.00	\$ -	\$ -
Deschutes Cultural Coalition	\$ -	\$ 25,000.00	\$ 25,000.00
Deschutes Basin Water Collaborative	\$ -	\$ 20,000.00	\$ 30,000.00
Deschutes Collaborative Forest Project	\$ -	\$ 20,000.00	\$ 20,000.00
Diaper Bank of Central Oregon	\$ 7,500.00	\$ -	\$ -
Family Kitchen	\$ 7,500.00	\$ -	\$ -
Friends of the Children Central Oregon	\$ 2,500.00	\$ 20,000.00	\$ 25,000.00
Home More Network	\$ 5,000.00	\$ -	\$ -
Therapeutic Early Childhood Classroom and Safety Net Projects	\$ -	\$ 21,600.00	\$ 22,500.00
J-Bar-J/Cascade Youth and Family Services	\$ -	\$ 20,000.00	\$ 20,000.00
Jericho Road	\$ 7,500.00	\$ -	\$ -
Nativity Lutheran Church Food Pantry	\$ 4,000.00	\$ -	\$ -
Newberry Regional Partnership	\$ -	\$ -	\$ 10,000.00
Redmond Senior Center - Meals on Wheels & Congregate Meals Project	\$ -	\$ 12,000.00	\$ 15,500.00
Shop-with-a-Cop Program			
Society of St. Vincent De Paul Redmond	\$ 2,500.00	\$ -	\$ -
Society of St. Vincent De Paul La Pine	\$ 1,755.00	\$ -	\$ -
St. Vincent De Paul Society Bend	\$ 7,500.00	\$ -	\$ -
Evaluation Project	\$ -	\$ 30,000.00	\$ 35,000.00
Latino Community Association- Healthy Families & Family Empowerment Programs	\$ -	\$ 35,000.00	\$ 45,000.00
Emergency Meals	\$ -	\$ 42,500.00	\$ 45,000.00
Family Access Network (FAN) - Juniper Elementary FAN Advocate Project	\$ -	\$ 17,500.00	\$ 17,500.00
Saving Grace- Mary's Place Supervised Visitation & Safe Exchange Center	\$ -	\$ 30,000.00	\$ 40,000.00
Court Appointed Special Advocates (CASA)	\$ -	\$ 35,000.00	\$ 40,000.00
Upper Deschutes Watershed Council	\$ -	\$ 20,000.00	\$ 20,000.00
Total	\$ 78,400.00	\$ 421,100.00	\$ 490,500.00



BOARD OF COMMISSIONERS

AGENDA REQUEST & STAFF REPORT

MEETING DATE: October 7, 2024

SUBJECT: Proposed Updates to Cellular Phone Policy BLDG-2

BACKGROUND AND POLICY IMPLICATIONS:

County Administration and Information Technology, in consultation with departments and offices, have identified proposed updates to the County's existing Cell Phone policy, BLDG-2.

Updates are intended to modernize and clarify policy language and reflect technological and system changes that have occurred since the policy was originally drafted in 2016. They are also intended to clarify expectations around utilization and provide an updated framework for departments and offices to administer mobile device stipends and provide county supplied phones.

The proposed policy updates also include the removal of stipend amounts from the policy with the intent that they will be maintained in the Mobile Device Stipend Form that departments and offices use to start, change and end mobile device stipends.

Additionally, proposed updates include the re-classification of the existing policy from a Facilities policy to a General Administrative policy.

BUDGET IMPACTS:

None.

ATTENDANCE:

Whitney Hale, Deputy County Administrator

Deschutes County Administrative Policy No. BLDG-2GA-27

Effective Date: March 9, 2016

Updated: XXXX, X, XXXX

CELL PHONEMOBILE DEVICE POLICYALLOCATIONS AND STIPEND POLICY

STATEMENT OF POLICY

It is the policy of Deschutes County to provide for flexible, cost-effective use of cell-phonesmobile devices.

APPLICABILITY

This policy applies to all County employees who use cell-phonesmobile devices for County business. “Mobile device” refers to devices providing voice and/or data over a cellular network.

POLICY AND PROCEDURES

Mobile devices are important business tools for many County operations. Deschutes County is committed to responsibly managing these devices in a cost-effective manner while balancing the operational needs that warrant their use.

Deschutes County employees who use cell-phonesmobile devices for County business use the phonesdevices -with different frequency, varying from occasional use to frequent use. There will be two types of cell phone plans available to Deschutes County employees who use cell-phones for County business. Departments and Offices have the option to issue County-supplied phones or mobile device stipends. Department Directors’ decisions should reflect considerations of both cost effectiveness and utilization.

Deschutes County Supplied Phones

Many employees with a business need for a emobile devicecell phone will be assigned a County-owned phonedevice. Use of cell-phonesdevices supplied by the County isare restricted to County business.

When evaluating whether to provide a County-issued device or a stipend, departments/offices should consider whether they can designate staff to oversee the ongoing management of County-issued devices and associated updates. The management of these devices includes monitoring and modification of plan levels, management of device utilization and associated equipment upgrades.

Personal callsuse (outgoing or incoming)-will only be allowed infrequently for limited duration in instances of family emergencies if these calls cannot be made from a land line phone within a reasonable period of timefor de minimus use in instances such as family emergencies, child care issues, personal notifications of schedule changes, or referrals to an employee’s personal mobile device. These cell-phones-devices remain County property and will be on the cell-phonedata plan provided by Deschutes County as established by the Property and Facilities Department. All equipment shall be returned upon separation from employment with the County.

If an employee receives a mobile device stipend, they typically do not have a need for a County-issued device. The exceptions would be County-issued devices that are shared by and rotated among multiple employees (including those that receive a stipend) for essential service coverage. Exceptions require Department Director approval.

Deschutes County Administrative Policy No. BLDG-2GA-27

Effective Date: March 9, 2016

Updated: XXXX, X, XXXX**Personal ~~Cell Phone~~ Mobile Device Stipend**

The County recognizes that, due to the nature of some positions, it may be more cost-effective and provide allow more flexibility to provide some employees with a cell phone mobile device allowance stipend in lieu of providing the employee with a County-owned cell phone mobile device. Under this plan, the County, in conjunction with the Department Head, may designate employees who, in lieu of being provided with a County-owned cell phone mobile device, will be provided with a pre-agreed upon monthly allowance stipend to compensate him/her/them for County- related and personal business of the employee use.

Each July, Departments and Offices are responsible for notifying County Finance of any changes in stipend amounts or eligibility.

~~Under this plan, there are no restrictions to an employee's use of his or her cell phone. Employees on this plan may not seek separate reimbursement from County of any cell phone charges.~~

~~Each employee receiving a cell phone allowance mobile device stipend is responsible ~~for~~ obtaining their own phone device and usage plan. Employees must discontinue the stipend when the eligibility criteria are no longer met or when the mobile device service is cancelled.~~

~~Stipend amounts are published in the Cellular Phone Mobile Device Authorization Form and can be changed at the department/office's sole discretion.~~

~~The stipend will begin the month following the date of the Department Director's signature on the authorization form.~~

~~Personal mobile devices that are used to connect to County resources are subject to the requirements contained in Policy IT-1. Employees must also comply with the regulations and procedures established in RM-1: Driving on County Business and Vehicle Operations and with regulations and procedures established by their departments/offices and work units.~~

~~The amount of this allowance will be one of the following, depending on past history of cell phone usage and business needs of the department. The amount of the allowance will be based upon a recommendation from the employee's Department Head and review by the County Administrator's Office.~~

Monthly Allowance	
Category 1:	\$ 25.00
Category 2:	\$ 40.00
Category 3:	\$ 75.00

~~Listed below are general guidelines to determine the amount of the cell phone reimbursement amount:~~

~~Category 1 – infrequent, but necessary cell phone use required during work hours.~~

~~Category 2 frequent/daily cell phone contact and use during work hours and any on-call periods (if applicable). Cell phone includes text capability.~~

~~Category 3 frequent daily cell phone use during and after work hours. Phone must have text and email capability and be connected to the County's email system. Cell phone number provided to County staff and customers, as appropriate. After hour use is expected. Employees in non-exempt positions are not eligible for this category due to FLSA implications for performing work during non-work hours, unless approved by the County Administrator.~~

~~The amount of the monthly allowances may be adjusted periodically by the County Administrator to attempt to conform generally to commercially available cell phone usage plans.~~

~~Personal smart phones Mobile Devices used to connect to County data systems resources are subject to the mobile computing device provisions contained in Policy IT-1. A lost or stolen smart phone that is connected to County data systems resources must be reported to the Information Technology Department. For data security issues the County reserves the right to perform a remote wipe or~~

"brick" on the device. This includes the possible erasure of employee purchased add-on software and digital media. Deschutes County is not responsible for any form of recovery.

Oversight and Authorization of Mobile Device Use

The Department Director, or their designee, is responsible for:

1. Authorizing an employee to use a personal device for business purposes or to use a County-owned device, based on the following factors:

- a. Departmental requirements indicate using a mobile device is an integral part of performing duties of the job description;
- b. More than 50% of the employee's job duties are performed in the field;
- c. The employee is required to be contacted outside of normal work hours for business reasons on a regular basis;
- d. The employee is required to be on call outside of normal work hours as a job requirement;
or
- e. The employee is a critical decision maker.

2. Approving the plan/stipend that is the "least-cost" to the County, based on specific business needs. The Information Technology Department may assist in identifying the plan with the lowest overall cost to the County.

3. Reviewing usage annually, to ensure that the use is appropriate and that prudent fiscal management guidelines are followed. This periodic review shall include an assessment of each authorized employee's need to use a mobile device for a business purpose.

Limiting or Revoking Access

- The County may revoke or limit permission for use of mobile devices for work purposes at any time - without cause or explanation for any lawful purpose. Department Directors, the County Administrator, or designees, may issue department-specific limitations on the use of mobile devices that are more restrictive than this rule.

Multi-Factor Authentication

- The County has enabled multi-factor authentication (MFA), which is a form of security that protects an account with two layers of authentication.

- MFA needs should not be used as the sole basis for issuing a County-issued device or providing a mobile device stipend. Information Technology can issue physical tokens to staff, volunteers, interns and contractors to authenticate and who do not choose to install an MFA application on their personal mobile device.

Nick Lelack, County Administrator



Deschutes County Administrative Policy No. GA-27

Effective Date: March 9, 2016

Updated: XXXX, X, XXXX

MOBILE DEVICE ALLOCATIONS AND STIPEND POLICY

STATEMENT OF POLICY

It is the policy of Deschutes County to provide for flexible, cost-effective use of mobile devices.

APPLICABILITY

This policy applies to all County employees who use mobile devices for County business. "Mobile device" refers to devices providing voice and/or data over a cellular network.

POLICY AND PROCEDURES

Mobile devices are important business tools for many County operations. Deschutes County is committed to responsibly managing these devices in a cost-effective manner while balancing the operational needs that warrant their use.

Deschutes County employees who use mobile devices for County business use the devices with different frequency, varying from occasional use to frequent use. Departments and Offices have the option to issue County-supplied phones or mobile device stipends. Department Directors' decisions should reflect considerations of both cost effectiveness and utilization.

Deschutes County Supplied Phones

Many employees with a business need for a mobile device will be assigned a County-owned device. Use of devices supplied by the County are restricted to County business.

When evaluating whether to provide a County-issued device or a stipend, departments/offices should consider whether they can designate staff to oversee the ongoing management of County-issued devices and associated updates. The management of these devices includes monitoring and modification of plan levels, management of device utilization and associated equipment upgrades.

Personal use will only be allowed for de minimus use in instances such as family emergencies, child care issues, personal notifications of schedule changes, or referrals to an employee's personal mobile device. These devices remain County property and will be on the data plan provided by Deschutes County. All equipment shall be returned upon separation from employment with the County.

If an employee receives a mobile device stipend, they typically do not have a need for a County-issued device. The exceptions would be County-issued devices that are shared by and rotated among multiple employees (including those that receive a stipend) for essential service coverage. Exceptions require Department Director approval.

Personal Mobile Device Stipend

The County recognizes that, due to the nature of some positions, it may be more cost-effective and allow more flexibility to provide some employees with a mobile device stipend in lieu of providing the employee with a County-owned mobile device. Under this plan, the County, in conjunction with the Department Head, may designate employees who will be provided with a pre-agreed upon monthly stipend to compensate them for County-related use.

Each July, Departments and Offices are responsible for notifying County Finance of any changes in stipend amounts or eligibility.

Each employee receiving a mobile device stipend is responsible for obtaining their own device and usage plan. Employees must discontinue the stipend when the eligibility criteria are no longer met or when the mobile device service is cancelled.

Stipend amounts are published in the Mobile Device Authorization Form.

The stipend will begin the month following the date of the Department Director's signature on the authorization form.

Personal mobile devices that are used to connect to County resources are subject to the requirements contained in Policy IT-1. Employees must also comply with the regulations and procedures established in RM-1: Driving on County Business and Vehicle Operations and with regulations and procedures established by their departments/offices and work units.

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 - b. More than 50% of the employee's job duties are performed in the field;
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MFA needs should not be used as the sole basis for issuing a County-issued device or providing a mobile device stipend. Information Technology can issue physical tokens to staff, volunteers, interns and contractors to authenticate and who do not choose to install an MFA application on their personal mobile device.

Nick Lelack, County Administrator

