



February Newsletter

IT pensive

Lock Your Desktop When You're Away

Why Should You Lock Your Desktop?

If you walk away from your computer and do not lock it or log off, it poses a security risk to you and the college. Someone can use your computer in an unauthorized way even if you are away for a few minutes, such as:

- Send email from your account
- Tamper and delete your files
- Access and download Confidential data

The easiest way to prevent unauthorized access to your desktop is to lock it when you are away, because you will not lose any files you are working on. All you have to do to get back in is enter your password and you can pick up where you left off.

There are two ways locking can be accomplished: through a password-protected screensaver, and by locking it manually when you leave your desk.

Locking Your Desktop Is Easy!

To lock your desktop in Windows, Simply hold the Start (Flag) button and hit the L button. Yep that's it.

Lock Your Desktop With a Password-protected Screensaver

Windows 7

Right-click on your desktop.

Select Personalize.

At the bottom of the window that opens, click Screen Saver.

In the Wait box, set the amount of time your computer can be inactive before the screen saver turns on. For security reasons, a short amount of time, like 15 minutes, is best.

Check the box that says On resume, display logon screen.

Click OK.

IT here to Help

Or Call me and I can even create a shortcut on your desktop and all you have to do is click on it, and BOOM protected.

As a Governmental agency I think we sometime forget about all the SENSITIVE information we have. Keeping that safe should be a real concern for all County staff.

Todd Holmes

719-346-8133 ext 253

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Insurance card update

Your cards may have a new look this year. Be sure to give your card to you physician so they can update their records

If you have not received them please contact Phil in the Admin office.



To help protect your identity, resolve to exercise more caution and reduce the amount of information you share. Some ideas to get you started:



- Use a **unique, strong password** for each online account.
- **Limit personal information** in your social media public profiles.
- Learn to **identify phishing attempts**.
- Activate **transaction alerts** on bank accounts and credit cards.
- Keep all **software and operating systems up-to-date**.
- Take advantage of free **annual credit reports** from each of the three major reporting agencies (Equifax, Experian, TransUnion).
- Don't ignore **collection calls or notifications** as they may be a sign of identity theft.
- **File your taxes** as early as possible.
- Get a **locked mailbox** and sign up for Informed Delivery® service.
- **Don't disclose personal or financial account information** over the phone unless you initiated the call.

Also, resolve to update your IDShield account profile to ensure your personal information is being monitored for suspicious activity!



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Board of County Commissioners

Meeting Dates and County Holidays for 2019

Commissioner Meetings are usually held on Wednesday in the Commissioners' Board Room of the Kit Carson County Courthouse. ***These dates are subject to change.*** Please call 719-346-8133 (304) to verify the Commissioners meeting dates or to schedule an appointment. Please note this schedule does not include special meetings that are held for budget or other purposes.

Department Head Meetings are scheduled for the second Wednesday of each month, except in January and June, and are noted below in grey. These meetings are held at 8:30AM in the KCC Ambulance Shed in Burlington, CO. Please insure a representative from your department attends every meeting and applicable information is shared with all of your employees.

Holidays are noted in the table below.

Month	Dates					Holidays
January	2	*8	16	23	30	Jan. 1 - New Year's Day Holiday
February	6	13	20	27		Feb. 18 - President's Day
March	6	13	20	27		
April	3	10	17	24		Apr 19-Good Friday
May	1	8	15	22	29	May 27 - Memorial Day
June	5 CCI	12	19	26		CCI Conference - June 3-5 - No BOCC
July	3	10	17	24	31	July 4 holiday; July 25- County Events, July 26 - 1/2 day Fair afternoon
August	7	14	21	28		
September	4	11	18	25		Sept. 2 - Labor Day
October	2	9	16	23	30	Oct. 14 - Columbus Day
November	6	13	20	27		Nov 11- Veterans; Nov. 28 & Nov. 29 Thanksgiving
December	4 CCI	11	16	18	26	CCI Conf Dec 2-4 No BOCC; Dec. 16 Sign budget/mill only; Dec. 24-1/2 day Christmas Eve Dec. 25 -
No BOCC Due to Holiday or CCI Conference			Department head meetings		* Not a Wednesday	

Invoices and Billing

Please turn invoices in to the Finance Office as soon as you have coded and approved them so we can process them for payment more quickly. Please do not hold bills for processing once a month. **Invoices received by 4:00PM Monday** will be presented to the BOCC for approval and paid the same week. **HOLIDAY** weeks: If a holiday falls on a Monday, invoices need to be received by 4:00 pm the Friday before the holiday to be paid that next week.

Time Sheets

Time sheets are due to Supervisors by 4:00PM on the first working day after the 1st day of each month. Supervisors have two working days to get these sheets signed and returned to the Finance Office. Late time sheets and those without pay vouchers may result in a one month delay in paychecks. Remember: Paid out or used overtime, sick leave and vacation needs to be clearly identified on the time sheet. **All Paid overtime will need prior commissioner approval. It is up to the Supervisor to obtain approval from the BOCC prior to overtime being paid out and to make sure it is noted.**

Time Sheet Due Dates

Jan 2/4	Feb 1/5	Mar 1/5	Apr 1/3	May 1/3	June 3/5
July 1/3	Aug 1/5	Sept 3/5	Oct 1/3	Nov 1/5	Dec 2/4