



Information Technology Policy Committee Charter

Version 1.4

MAY 6, 2019

Document Version Information

Version	Date	Editor	Changes
1.0	March 20, 2018	Thomas Gresham	Initial Release
1.1	July 9, 2018	Thomas Gresham	Added additional voting members
1.2	August 22, 2018	Thomas Gresham	Added Agriculture Department as a voting member
1.3	December 18, 2018	Thomas Gresham	Added Sheriff, Public Defender and Human Resources as voting members
1.4	May 6, 2019	Thomas Gresham	Added Treasurer-Tax-Collector as a voting member

Contents

Document Version Information.....	1
I. Executive Brief.....	3
II. Charge.....	3
III. Composition	4
IV. Procedures.....	5
V. Decision Domain.....	5
a) New IT Policies.....	5
Inputs.....	6
Outputs.....	6
Evaluation Criteria	6

I. Executive Brief

Under the Information Technology (IT) Governance Program, the Policy Committee is the governance organization that will evaluate and recommend the composition of the County's IT Administrative Manual. The focus of the Policy Committee will be establishing policies and procedures for approval by the Executive Information Technology Council (EITC). The Committee will evaluate proposals from IT stakeholders, launch fact finding activities as needed, and recommend to the EITC changes to County IT Administrative Manual.

II. Charge

To provide the policies needed to perform specific functions in a specific ways. Policies reflect an organization's logical progression from working in an ad-hoc manner to one where people are following common and consistent processes. Policies assist the County in understanding how to execute IT activities such as solution procurement, technology frameworks, security requirements, etc.

The intent of the PC will be to balance the need for departmental flexibility (more freedom to perform ad-hoc activities), with the need for the County to manage risk and establish expectations by producing expected rules of behavior. Policies will provide a common method of operation that allows for predictable, controllable and measurable activities across the organization. The PC will function as a permanent advisory committee to the EITC and will have the authority to appoint sub-committees or form Cols to research specific policy issues and return with recommendations.

The PC will establish and maintain the listing approved County-wide IT policies. The PC will be the forum to discuss and evaluate proposals to change County IT policies. The PC will recommend changes to the policies, and identify the scope to which the policy applies. The PC will reassess, at least once a year, the composition of the County IT Administrative Manual looking for changes to external legal/compliance frameworks as well as opportunities to revise or retire existing policies.

III. Composition

Name	Title	Department	Roles and Responsibilities
Ed Price	Assistant Auditor-Controller	Auditor-Controller's Office	Chair: Responsible for setting the agenda, and ensuring meeting materials, agenda, minutes, and informational material is sent to all members prior to meetings. Chairing the board meetings, ensuring objectives of each meeting are achieved.
Kyle Slattery	Chief Deputy Controller	Auditor-Controller's Office	Vice chair: Responsible for acting as the chair in the chair's absence.
Chris Olive-Jones	Administrative Assistant	General Services	Secretariat: Document management, which includes note taking and timely posting of artifacts produced by the governing body.
Jose Alvarez	IT Manager	District Attorney	Voting members: The members that will vote on the projects brought up to the body.
Melinda Greene	Chief Deputy Clerk-Recorder	Clerk-Recorder Assessor	
Joni Maiden	Assistant Director	Department of Child Support Services	
Thomas Gresham	Assistant Director	General Services	
Darrin Eisenbarth	IT Manager	Public Health	
Gus Maio	IT Manager	Agriculture	
John Matis	Chief Information Security Officer (CISO)	CEO/Risk Management	
Nemie Holman	IT Manager	Sheriff	

Angella Stokke	IT Manager	Public Defender	
Carolyn Marceda	Human Resources Manager	Human Resources	
Dan Chandler	IT Manager	Treasurer-Tax-Collector	

IV. Procedures

- **Meeting frequency** – Meetings will be conducted on a monthly basis and as needed for extenuating circumstances.
- **Location** – Meetings will be held in the Board of Supervisors (BOS) Conference Room on the 4th floor of the County Administrative Building.
- **Time Commitment** – In addition to the scheduled meetings, members can expect to spend 2-3 hours between meetings reviewing related material.
- **Meeting Structure** – The Secretariat or a designee will collect agenda items and circulate agendas in advance of each meeting to ensure informed discussion of scheduled topics.
- **Reporting** – The Chair and Vice Chair will report on decisions.
- **Documentation of proceedings** – All meetings will have notes of discussions, recommendations, and action items.
- **Voting** – Quorum is over 50% of voting members in person or electronically; one vote per person. Voted items pass by simple majority.
- **Communities of Interest (Cols)** – Cols may be established to work on specific projects or topics as needed.
- **Attendance** – Department representatives or alternates who do not attend three consecutive meetings will lose representation within their functional group.
- **Support** – The Chairing Department will provide administrative support as needed by the Chair and Vice Chair.

V. Decision Domain

a) New IT Policies

Proposed additions or changes to the IT Administrative Manual will be vetted through the Policy Committee and then submitted to the EITC for approval. The following steps are required for submission.

Inputs

The following inputs are items required on the proposal that are submitted via approved template to the PC, which are then reviewed to render a decision.

- Draft Policy – A sponsor will submit the draft policy in an approved template format.
- Supplemental Material – Supporting information may be included.

Outputs

The PC will produce a formal statement on any recommendation with the following items. The ruling will be determined and provided as follows.

- Recommended – The policy will be submitted to the EITC for approval.
- Not Recommended – The policy is returned to the sponsor for rework.

Evaluation Criteria

The PC will use the following criteria to evaluate proposed IT Policies.

- Does the proposed policy reduce risk to the County?
- Does the proposed policy meet a regulatory or compliance requirement?
- Does the proposed policy align with an accepted framework or industry best practice?

The workflow diagram below illustrates the progression of a new IT policy.

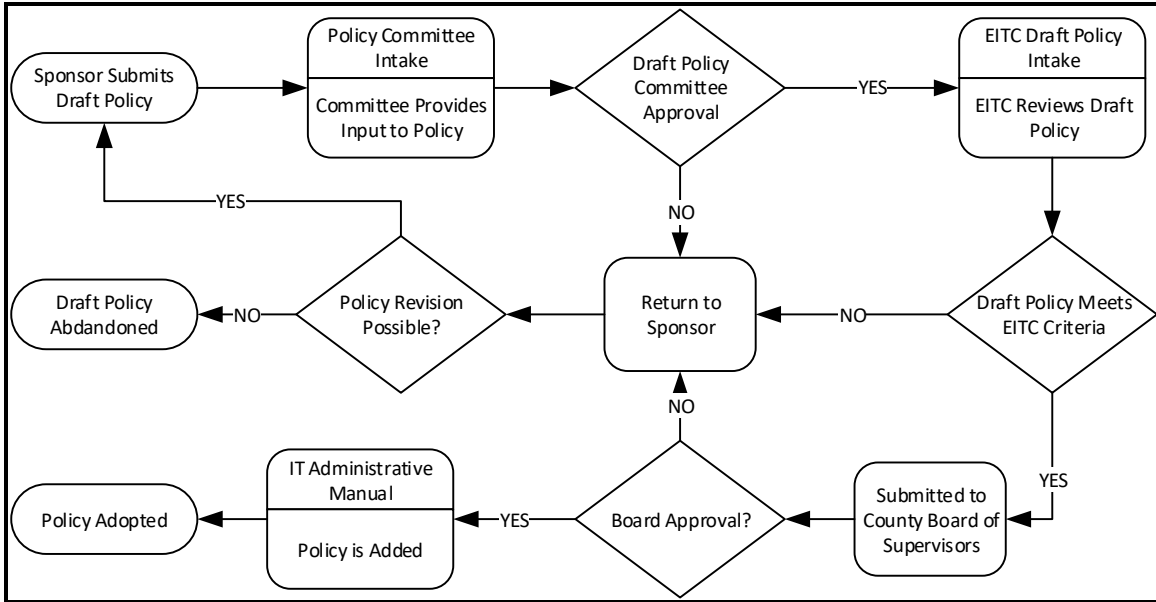


Figure 1 New IT Policy Workflow