BOARD OF SUPERVISORS
AGENDA LETTER

Agenda Number:

Clerk of the Board of Supervisors
105 E. Anapamu Street, Suite 407
Santa Barbara, CA 93101
(805) 568-2240

Department Name:	General Services/ITD
Department No.:	063
For Agenda Of:	May 16, 2023
Placement:	Administrative
Estimated Time:	
Continued Item:	No
If Yes, date from:	
Vote Required:	Majority

TO: Board of Supervisors

FROM: General Services: Kirk Lagerquist, Director (805) 560-1011

Contact Info: Chris Chirgwin, Chief Information Officer (CIO), (805) 568-2608

SUBJECT: Executive Information Technology Council (EITC) – Revised Charter; All Districts

County Counsel Concurrence	**Auditor-Controller Concurrence**
As to form: Yes	As to form: No

Other Concurrence:
As to form: No

Recommended Actions:

That the Board of Supervisors:

a) Approve the Executive Information Technology Council (EITC) revised charter; and

b) Approve the EITC-recommended policy and standards; and

c) Determine that the above action is not a project under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Sections 15378(b)(4) and 15378(b)(5) because it consists of government administrative or fiscal activities that will not result in direct or indirect physical changes in the environment.

Summary Text:

The General Services Department requests the Board approve the revised charter (Charter) for the Executive Information Technology Council (EITC) and approve the Technology Acquisition and Deployment policy (ITAM-0440) and the End User Computing standard, the Active Directory (AD) Attributes standard, and the AD Organizational Unit (OU) Structure standard.

Background:

In May 2018, the EITC was established to provide high-level oversight and guidance regarding County information technology (IT) investment activity. The EITC makes informed decisions regarding the strategic direction for County IT deployment and recommends the priority sequence and funding levels

for new IT initiatives/projects to be undertaken by any IT organization. Similarly, the EITC approves recommended IT policies and standards proposed by the governance committees

In April 2023, the County's Chief Information Officer (CIO) revised the EITC Charter to provide additional clarity and improved governance on IT-related projects and IT procurement. EITC approved of this revised charter on April 26, 2023 (Revised Charter).

EITC exists to provide governance—ensuring cooperation, collaboration, and consensus-driven advice—over IT investment priorities for the good of the County. Such governance consists of a set of responsibilities and practices exercised by the County to provide strategic direction, ensure objectives are achieved, manage risk appropriately, and verify responsible use of County resources.

Historically, transparency of government risks and the protection of citizens have driven County governance. The pervasive use of technology has created a critical dependency on IT that calls for a specific focus on IT governance. The need to integrate IT governance with overall management is similar to the need for IT to be an integral part of the enterprise rather than discreet individual department efforts that run the risk of duplication, incompatibility, and financial inefficiencies.

The Revised Charter aligns with the Renew '22 Initiative and the Countywide Information Technology Strategic Plan, which includes the formation of an executive group, underpinned by committees dedicated to specific functions in support of cooperative and consensus-driven management of IT strategic plan initiatives. These groups include the EITC, IT Policy Committee, IT Standards Committee, and Communities of Interest (CoIs).

Key Revisions in the Revised EITC Charter

1)   Departments that have an IT project or IT procurement above $50K will follow a new online submission process.

2)   The CISO, CIO, CEO budget analyst, and Procurement Services will all have a role in reviewing the request prior to a formal EITC review. This will help ensure greater visibility into IT initiatives, lower risks through a cybersecurity review, and help align initiatives with Countywide goals.

3)   EITC will become the final authority for Countywide policies and standards that are presented by the Policy sub-committee and the Standards sub-committee. The Revised Charter does state that on occasion, EITC may choose to take a policy or a standard to the Board of Supervisors for review and approval.

4)   In the event of a County-declared emergency where timeliness of a procurement or an exception to a policy or standard may be needed, approval can be granted by review and acceptance from the CISO, CIO/DCIO, and CEO's office, without formal EITC approval.

Fiscal and Facilities Impacts:

Budgeted: N/A

Staffing Impacts: None

Special Instructions: None

Attachments:

1. Attachment A – EITC Charter v2.0
2. Attachment B – Technology Acquisition and Deployment Policy (ITAM-0440)
3. Attachment C – End User Computing Equipment Standard
4. Attachment D – AD Attributes Standard
5. Attachment E – AD OU Structure Standard

Authored by:

Chris Chirgwin, CIO, County Executive Office