



Information Technology Standards Committee Charter

Version 1.4

MAY 16, 2019

Document Version Information

Version	Date	Editor	Changes
1.0	March 20, 2018	Thomas Gresham	Initial Release
1.1	July 24, 2018	Thomas Gresham	Added Member Names
1.2	August 31, 2018	Thomas Gresham	Added Social Services Department representation
1.3	December 3, 2018	Thomas Gresham	Added Human Resources Department representation
1.4	May 16, 2019	Thomas Gresham	Added Public Defender Department representation

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I. Executive Brief

Under the Information Technology (IT) Governance Program, the Standards Committee (SC) is the governance organization that will evaluate and recommend the composition of the County's IT Enterprise Architecture (EA) including what constitutes County IT standards. The focus of the Standards Committee will be technology management. The Committee will evaluate proposals from IT stakeholders, launch fact finding activities as needed, and recommend to the Executive Information Technology Council (EITC) changes to County IT Standards

II. Charge

To manage the costs of on-going support for existing technology by evaluating the composition of County IT standards and the components of IT enterprise architecture. The intent of the SC will be to balance the need for departmental flexibility (more IT components to support), with the need for the County to manage support costs by limiting the scope and complexity of what technologies the County adopts as standard. The more existing IT support costs can be reduced or growth managed, the more discretionary central IT funds will be available to invest in new technology initiatives. The SC will function as a permanent advisory committee to the EITC and will have the authority to appoint sub-committees or form CoIs to research specific technology issues and return with recommendations.

The SC will establish and maintain the listing of Information Technology within the Enterprise Technical Architecture framework document. The SC will be the forum to discuss and evaluate proposals to change County IT Enterprise Architecture. The SC will recommend which tools constitute County Standards, recommend changes to the standards, and identify which of those standards are supported by the Information Technology Department and which County IT Standards are the responsibility of departments to support. The SC will reassess, at least once a year, the composition of the County Enterprise Architecture, looking for opportunities to reduce IT support costs by proactively eliminating obsolete technologies as well as proposing the addition of new more cost/effective technologies as part of an ongoing change management process.

III. Composition

Name	Title	Department	Roles and Responsibilities
Thomas Gresham	Assistant Director	General Services	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.
Virginia Butterfield	IT Manager	General Services	Vice chair: Responsible for acting as the chair in the chair's absence.
Christopher Olive-Jones	Office Administrator	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.
Darrin Eisenbarth	IT Manager	Public Health	
Gilbert Malcolm	IT Manager	Public Works	
Andrew Monostori	IT Manager	Fire	
Aimee Strub	Information Systems Manager	Clerk-Recorder-Assessor	
Mike Struven	IT Manager	Auditor-Controller	
Sean Boal	IT Manager	Social Services	

John Matis	Chief Information Security Officer (CISO)	CEO/Risk Management	
Don Nguyen	Senior Human Resources Analyst	Human Resources	
Deepak Budwani	Chief Financial and Administrative Officer	Public Defender	

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 Standards

Proposed additions or changes to the County's Enterprise Architecture will be vetted through the Standards 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 SC, which are then reviewed to render a decision.

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

Outputs

The SC 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 sent to the EITC for approval.
- Not Recommended – The policy is denied and may be sent back to the sponsor for rework.

Evaluation Criteria

The SC will use the following criteria to evaluate proposed IT Standards.

- Is the proposed standard industry recognized?
- Is the proposed standard interoperable with existing County systems?
- Will this standard benefit other departments?
- Will the standard promote economies of scale?
- Will this standard facilitate the integration of future technologies?

The workflow diagram below illustrates the progression of a new IT standard through the EITC process.

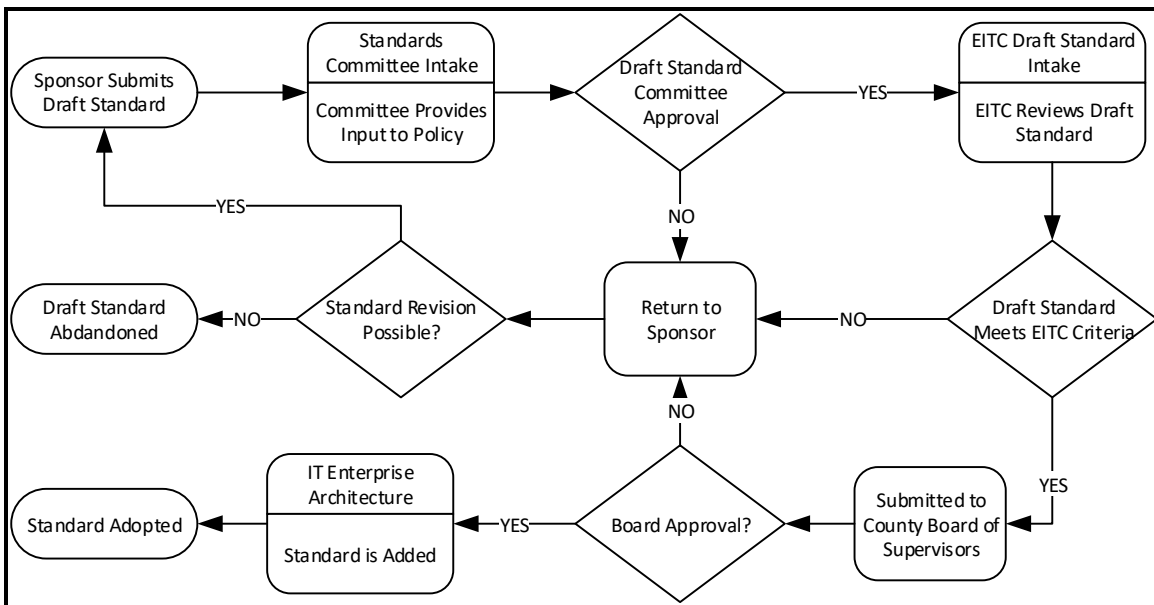


Figure 1 New IT Standard Workflow