

CHAPTER 11

INFORMATION TECHNOLOGY ADVISORY COMMITTEE

SECTION:

2-11-1	Committee Name
2-11-2	Authorization
2-11-3	Purpose and Duties
2-11-4	Members
2-11-5	Meeting Facilitator
2-11-6	Meetings
2-11-7	IT Administrator

2-11-1: **COMMITTEE NAME**

There is established in Cassia County an "Information Technology Advisory Committee," hereinafter referred to as the "IT Committee" or "Committee".

2-11-2: **AUTHORIZATION**

The IT Committee has been approved, sanctioned, and authorized by the Cassia County Board of County Commissioners, hereinafter referred to as "Board." Members of the IT Committee shall hold office at the pleasure of the Board.

2-11-3: **PURPOSE AND DUTIES**

Purpose: The purpose of the IT Committee is to provide input and recommendations to the Board regarding Information Technology functions, operations, management, procurement, safety, and maintenance of infrastructure equipment, hardware, software, and security related to Cassia County, Idaho government.

Duties: The duties of the IT Committee are to:

- A. Advise the Board on County information system infrastructure issues;
- B. Review expenditures and purchases related to IT related purposes in the following manner.
 - a. Approve expenditures for IT purchases and expenses that are less than Ten Thousand Dollars (\$10,000.00) but greater than One Thousand Dollars (\$1,000.00). With regard to such expenditures, IT Committee

members will be advised, in writing, of the nature of the proposed expenditure and the amount of the proposed expenditure. If any committee member, within five (5) days of such notice being sent, desires hearing on the matter, then an IT Committee meeting will be noticed and the matter discussed and decided in an open meeting.

Otherwise, upon written agreement of all voting IT Committee members or after five (5) days are past from notice being sent, the expenditure shall be deemed to be approved;

- b. Expenses that do not exceed One Thousand Dollars (\$1,000.00) or expenses deemed to be routine expenditures, may be acted upon by the IT Administrator, subject to budgetary constraints.
- c. For any expenditure exceeding Ten Thousand Dollars (\$10,000.00), the final decision of whether or not to approve shall be for the Board of County Commissioners. The IT Committee shall make a recommendation concerning whether or not to approve said expenditure to the Board of County Commissioners.
- C. Plan for upgrading, updating, and procurement of county-wide information system systems software, and hardware;
- D. Monitor county-wide information systems and recommend changes, amendments, and needs as required;
- E. Review, research, and recommend proposed actions on other issues affecting information technology systems and infrastructure as requested by the Board;
- F. Provide oversight and give direction to any information system, sub-contractors, or vendors providing related services to the county;

2-11-4:

MEMBERS

- A. The IT Committee shall consist of three (3) voting members and two (2) non-voting members, all of whom shall be Cassia County employees.
- B. Members of the IT Committee shall hold office at the pleasure of the Board and shall serve without any monetary compensation or financial benefit to themselves either through the county or by virtue of any business

relationship or association. Such members will receive their usual wage or salary as an employee.

- C. Members of the IT Committee shall be full-time employees of Cassia County and shall be deemed by the Board to be in good standing. "Good standing" shall be determined by regular attendance at meetings, participation in good faith on the IT Committee, and by the member's conducting them self in accordance with Cassia County's Personnel Policy Manual and their department policy. Members determined by the Board to not be in good standing shall be removed from the IT Committee. The Board may remove any member of the IT Committee without cause, and at any time.
- D. Appointments to serve as a member of the IT Committee shall be made by the Board. One of the non-voting seats on this Committee shall be a representative of the Cassia County Auditor's Office, with main purpose of that appointee being to advise the Committee and the Board regarding financial matters related to the business of the IT Committee and in regard to financial and budgeting aspects of IT functions.
- E. Members of the IT Committee shall be appointed to serve for a term of two (2) years. To provide continuity of committee functions, the original appointments shall be for a two, four and six year term, at the Board's discretion. After the original appointment expires then terms shall be for two (2) years. Following expiration of an appointed IT Committee member's term, that member may be considered for reappointment at the Board's discretion.
- F. The IT Committee shall consist of qualified members who are familiar with and who understand concepts of IT-related matters.
- G. A member of the IT Committee may resign at any time by submitting a written letter of resignation to the Board, which shall become effective at the time accepted by the Board.

2-11-5:

MEETING FACILITATOR

- A. The Board hereby appoints the Assistant to the Board of County Commissioners to conduct and facilitate the meetings of the IT Committee. It shall be the duty of that Facilitator-member to regularly attend IT Committee meetings as the other non-voting member.

2-11-5

2-11-6

- B. The facilitator shall report to the Board, on the record in a scheduled and noticed meeting of Board, all findings and recommendations as approved by the IT Committee.
- C. If the facilitator-member cannot be present at any meeting of the IT Advisory Committee, another Committee member shall be appointed in the facilitator's stead to be present, to conduct and facilitate the meeting, and then to report back to the Board.

2-11-6:

MEETINGS

- A. The regular meeting of the IT Committee shall be held at the County Commission Chambers or such other suitable place as may be determined and at a time determined by the IT Committee facilitator.
- B. A meeting may be called by the facilitator or by the majority of the voting IT Committee members and the purpose of the meeting must be stated in the call for that meeting.
- C. All actions, recommendations, and decisions of the IT Committee must be by simple majority vote of participating, voting members when a quorum of the IT Committee is constituted in a lawful meeting.
- D. All voting members present at a lawfully called meeting shall be counted to determine the existence of a quorum, even though some of those members may not be participating in the action.
- E. Presence of a quorum member may be obtained telephonically if done in accordance with state law.
- F. Once a quorum is determined to exist, it shall remain so, until the number of committee members present at the meeting shall fall below two (2). When a quorum ceases to be present at the meeting, then the Facilitator shall close the meeting, and no further action shall be taken until a quorum is re-constituted.
- G. Each regularly appointed voting Committee member shall be entitled to one (1) vote on any matter that may come before the IT Committee, unless that member is recused from the matter. The vote of the majority of the Committee members present at any meeting attended by a quorum of its members shall be necessary to decide any items. The facilitator may enter into the discussion of items before the IT Committee but is a non-voting member for any items of business that come before the IT Committee for

approval by vote. Any member participating in deliberations shall disclose conflicts of interest on matters before the Committee before deliberations begin.

- H. Rules of conduct shall include that each IT Committee member shall be entitled to speak and to be heard. All members shall conduct themselves in an ethical and courteous manner. Opportunity for all reasonable viewpoints that are relevant to the business of the IT Committee may be expressed.

2-11-7:

I.T. ADMINISTRATOR

- A. The Board will appoint and provide direct supervision and oversight of the IT Administrator.
- B. The IT Committee will assist the Board in determining the job description for the IT Administrator, which job description shall be approved by the Board before becoming effective.
- C. The IT Administrator may meet with the IT Committee, and participate in discussions of the IT Committee, but shall not be considered to be a member of the IT Committee.
- D. The IT Administrator shall not be counted for purposes of establishing a quorum for IT Committee meeting purposes.