

Meeting Details:

Date: October 16, 2024

Time: 1-2:30 p.m.

Location: Training Room, Marion County
Coroner's Office

Chairman: Collin Hill, ISA CIO

Previous Committee Meeting Minutes:

1. Review of the August 28, 2024, Meeting Minutes: Collin Hill, ISA CIO

ITAC Agenda Topics:

Status Updates

2. Policy Status – [Access Control Policy](#) – Jim Jarvis, Director of IT Strategy, ISA
3. Policy Status – [Remote Access Policy](#) – Jim Jarvis, Director of IT Strategy, ISA
4. Policy Status – [Cyber Risk Mitigation Responsibilities](#) – Jim Jarvis, Director of IT Strategy, ISA

Discussion Items

4. 2025 Functional Group and ITAC meeting date cadence – Collin Hill
5. 2025 Goals and Objectives – Collin Hill

Meeting Adjournment:

The next scheduled Information Technology Advisory Committee (ITAC) meeting will be held Date/Time TBA, in Location TBA.

Information Technology Advisory Committee Meeting Minutes		
Date of Meeting:	August 28, 2024	
Time of Meeting:	1 – 2:30 p.m.	
Location of Meeting:	Room 341, City-County Building	
Chairperson:	Collin Hill, ISA CIO	
Members in Attendance:	Kevin Moore	ISA, IT Representative
	Jim Jarvis	ISA, IT Representative
	Mallory Malczewski	Coroner's Office - Justice
	Chief Dale Rolfson	IFD – Public Safety
	Phil Trbovic	Parks and Recreation – Constituent Services
	Carla Carter	Human Resources – Administration & Finance
	Mickey Rogers	
	Mark Aldous	
	Ethan Hudson	OCC – Legal Counsel

Agenda Topics

Approval of August 28, 2024, Meeting Minutes

The August 28, 2024, meeting minutes were introduced for approval by Mr. Collin Hill.

The motion was seconded by Ms. Carla Carter and Mr. Phil Trbovic, and the motion passed unanimously.

Discussion Items

Authorized Approver Policy

This long-standing policy was reviewed by functional groups, with only minor changes expected. The focus is on ensuring authorized approvers understand their role, which includes both financial and security aspects.

ISA looking to add on-/offboarding training/checklist to make authorized approvers aware of what should happen with IT equipment, etc. for new or departing employees. Also training agencies to do their own onboarding, offboarding, approving security requests. Will include new Technology Services Training Manager.

Local Administrator Rights Policy

This policy has been in place for several years but has been updated to include service portal integration and roles for security officers. No major changes were proposed, but it will also be revisited in October.

Enterprise Security Policy

A new policy that outlines the role of the Chief Information Security Officer and team and overall responsibilities for maintaining security across the network. Feedback from functional group leaders was positive, and it will be brought for final review in October.

Cyber Risk Mitigation Policy

This new policy clarifies the responsibilities for handling cyber risks and incidents. The goal is to formalize response procedures and assign responsibilities. The committee will review further in the next meeting.

Adjournment

There being no further business to discuss, a motion was made adjourn the meeting. The motion was seconded by Mr. Phil Trbovic, and the motion passed unanimously

2025 Functional Group and ITAC Meeting Date Cadence

Functional Groups

February, May and August. 4th quarter meeting may be a combination of months, due to holidays, either Oct/Nov or Nov/Dec

- Second Week of the Month – **February 3-7, 2025**
 - o Admin and Finance
- Third Week of the Month – **February 10-14, 2025**
 - o Public Safety (Tuesday)
 - o Justice (Wednesday)
- Fourth Week of the Month – **February 18-21, 2025**
 - o Property and Land Management (Wednesday)
 - o Constituent Services (Thursday)

ITAC

- Meeting scheduled approximately 3 weeks from last functional group meeting before next IT Board meeting.
- Ex: ITAC Meeting scheduled March 10-14; IT Board is March 25
- Allows one week to finalize documents/policies before IT Board

IT Board

Always 4th Tuesday monthly

Calendar invites for Functional Group and ITAC meetings will come from the Teams channel calendars.
