
**DOUGLAS COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

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AUTHORITY: BOC

COUNTY MANAGER: Dan Heller

PAGE 1 OF 2

SUBJECT: INFORMATION SYSTEMS ADVISORY COMMITTEE FUNCTIONS

I. POLICY: To establish the purpose and function of the Information Systems Advisory Committee.

II. PURPOSE: This committee is an advisory review board and policy body to assure the timely and satisfactory use of Information Systems technology for the operation departments and functions of Douglas County.

III. PROCEDURE:

A. Member Composition:

- | | |
|-----------------------------|-----------------------------------|
| 1. Assessor | Barbara Byington, Chairperson |
| 2. Sheriff's Representative | Ross Chichester, Vice Chairperson |
| 3. Auditor/Recorder | Sue Beaudreau |
| 4. Clerk/Treasurer | Barbara Reed |
| 5. County Manager | Rich Gruber |
| 6. District Attorney | Scott Doyle |
| 7. District Court Judge | Dave Gamble |
| 8. Public Works Director | Larry Werner |
| 9. Information Systems | Bill Jones |

B. Assumptions: The above members are voting members. Attendance by committee members should be encouraged. In the event a member can not attend, the departmental liaison person should attend, but normally as an observer. However, the committee member may notify the Information Systems Director by memorandum if the liaison person may service as their proxy (voting privileges).

1. The Chairperson and Vice Chairperson are to serve one (1) year. The Vice Chairperson is to assume the chair position for the future year next.
2. Above membership will be expanded to reflect other departmental involvement when application needs dictate.
3. The Information Systems Director serves as Technical Advisory to the Committee.

- C. Meeting Frequency: Monthly, the last Thursday of each month. Meeting time will be restricted to two (2) hours, from 9:00b A.M. to 11:00 A.M. unless unforeseen circumstances dictate otherwise. If that should occur, a memorandum will be sent out informing the Committee of such changes to a date/time that would be more compatible to the circumstances.
1. Items to be included in the agenda will be forwarded to the Information Systems Director at least seven (7) days in advance of the meeting. The Information Systems Director will issue a memorandum to the Committee members three (3) days in advance with appropriate supporting material.
- D. DUTIES:
1. Review feasibility studies and approve new systems for development.
 2. Establish order or priority for systems development projects.
 3. Appoint allocation of resources required to implement projects.
 4. Review studies and proposals for new equipment and make recommendations to the Board of County Commissioners.
 5. Issue policy statements governing the requesting and use of M.I.S. services.
 6. Act as a review board for problems, which cannot be resolved by the Information Systems Director.
 7. Make recommendations relative to matters the Information Systems Director wished to bring before the board of County Commissioners or the county departments in general, whenever appropriate.

IV. RESPONSIBILITY FOR REVIEW: This policy will be reviewed on an annual basis by the Information Systems Director.

7/8/03