

**Commissioners' Minutes
Kittitas County, Washington
Commissioners' Conference Room
Regular Meeting**

Monday

11:00 AM

April 26, 2021

Board members present: Chair Brett Wachsmith, Vice-Chair Laura Osiadacz, Commissioner Cory Wright

Others: IT Director Jim Goeben

Regular Meeting

Information Technology

Meeting called to order at 11:01 AM.

Technology Policy Updates

There was discussion regarding the Technology Policy updates proposed by IT and recommended by the IT Committee. The board approved the changes and directed Mr. Goeben to publish the changes allowing for scrivener error corrections, and to notify staff of the applicable updates.

Webex Equipment Rotation

Mr. Goeben reported almost all department heads and elected officials who use Webex equipment (Commissioner's office, Superior Court, Lower District Court, Upper District Court, Community Development Services, Public Works, and Jail) have integrated the equipment into their business processes and have asked that the equipment be added to the Computer Replacement Internal Services fund so the equipment replacement can be prefunded. The board approved the request.

Other Business

Mr. Goeben notified the board he is working with the State Auditor's Office to engage their Lean program services to improve the department's service request process. The board said they were in favor of a presentation by the State Auditor's Office about Lean and the program services.

Commissioner Write reported he is working with Director Goeben and Network Administrator Doug Fessler on rural broadband issues and will continue doing so and will bring the board into the conversation about future actions.

Meeting adjourned at 11:18 AM.

Information Technology Director



Jim Goeben, IT Director

Kittitas County Commissioners
Kittitas County, Washington



Brett Wachsmith, Chair

Kittitas County Information Technology Staff Report to the Board of County Commissioners

Date 4/26/2021
From Jim Goeben, IT Director
Subject Technology Policy updates
Request Approve updates to the County Technology Policies
Request Type Internal (policy, system upgrade) and external mandate (regulatory compliance)

Summary

IT is proposing updates to the County's Technology Policy Manual to:

1. Meet requirements of the FBI's Criminal Justice Information Services (CJIS) Security Policy, Version 5.9 06/01/2020
2. Correct grammatical errors
3. Standardize terminology and formatting
4. Update references to current technology and practices

Background

The County is going into its triennial technical security audit by the Washington State Patrol for compliance with the CJIS Security Policy. Many CJIS requirements are met by the County in practice but have not been written in policy. The proposed updates will align the County's policies with the CJIS Security Policy. During this review, IT also corrected policy language to standardize terminology, correct grammatical errors, and account for current technologies.

Interactions

On 4/13 and 4/19 the IT Committee reviewed the proposed changes and forwards a favorable recommendation to the board to approve the updates.

Recommendation

IT Director and the IT Committee recommend the Board of County Commissions approve the recommended changes and direct the IT Director to publish the updated policies, allowing the IT Director to make scrivener error corrections, and notify employees of the applicable changes.

Board direction

Date 4/26/2021
Action Approved Denied Revised
Direction Publish the updated policies, allowing the IT Director to make scrivener error corrections, and notify employees of the applicable changes.

G/1.01/ComGov