

DEPARTMENT: Administration BY: John W. McCamman PHONE: 966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes\_\_ No\_x\_)

Resolution Establishing a Data Processing Advisory Committee and Description of its Functions

BACKGROUND AND HISTORY OF BOARD ACTIONS:

Data Processing involves all of the County and it is therefore necessary to establish an advisory committee consisting of representation from all departments. This Committee will make recommendations for County policy and procedure in data processing, review complaints and present an annual report to the Board. The establishment of the Committee will bring the County closer to the goal of having a uniform data processing system.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

1. Establish the Committee as set forth in the attached resolution.
2. Establish the Committee, but make changes in the membership.
3. Do not establish the Committee. Data Processing will not have the benefit of an Advisory Committee to improve its function.

COSTS: (x) Not Applicable

- A. Budgeted current FY \$ \_\_\_\_\_
- B. Total anticipated costs \$ \_\_\_\_\_
- C. Required Add'l funding \$ \_\_\_\_\_
- D. Source: \_\_\_\_\_

SPECIAL INSTRUCTIONS:

List the attachments and number the pages consecutively:

SOURCE: ( ) 4/5ths Vote Required

- A. Internal transfers \$ \_\_\_\_\_
- B. Unanticipated revenues \$ \_\_\_\_\_
- C. Reserve for contingency \$ \_\_\_\_\_
- D. Description: \_\_\_\_\_

Balance in Reserve for Contingencies, if approved: \$ \_\_\_\_\_

CLERK'S USE ONLY:

Res. No.: 91-145  
 Ord. No.: \_\_\_\_\_  
 Vote - Ayes: 4 Noes: \_\_\_\_\_  
 Absent: ~~Radanwick~~ Abstained: \_\_\_\_\_  
 ( ) Approved ( ) Denied  
 ( ) Minute Order Attached

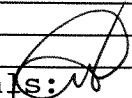
ADMINISTRATIVE OFFICER'S RECOMMENDATION:

This item on agenda as:

- Recommended
- Not Recommended
- For Policy Determination
- Submitted with Comment
- Returned for Further Action

The foregoing instrument is a correct copy of the original on file in this office.

Date: \_\_\_\_\_  
 ATTEST: MARGIE WILLIAMS  
 Clerk of the Board of Supervisors  
 County of Mariposa, State of CA  
 By: \_\_\_\_\_  
 Deputy

Comment: \_\_\_\_\_  
 \_\_\_\_\_  
 A.O. Initials: 

MARIPOSA COUNTY RESOLUTION # 91-145  
RESOLUTION ESTABLISHING A DATA PROCESSING ADVISORY  
COMMITTEE AND DESCRIBING FUNCTIONS

WHEREAS, for the efficient operation of the Data Processing function, staff recommends the establishment of a Data Processing Advisory Committee.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Supervisors of the County of Mariposa does establish a Data Processing Advisory Committee to consist of the following or their designates:

1. Administrative Officer
2. Assessor
3. Auditor-Recorder
4. County Clerk
5. District Attorney
6. Health Officer
7. Housing & Community Development
8. Human Services Director
9. Justice Court Judge
10. Planning Director
11. Probation Officer
12. Public Works Director
13. Sheriff-Coroner
14. Superior Court Judge
15. Treasurer-Tax Collector

BE IT FURTHER RESOLVED, that the Programmer/Analyst, Data Processing, is to provide staff resources to this Committee.

BE IT FURTHER RESOLVED that when the Board of Supervisors deems it necessary, they may add additional persons to the Data Processing Advisory Committee.

BE IT FURTHER RESOLVED that the following procedures shall be followed by the Committee:

1. A Chairperson shall be elected by the Committee at its first organizational meeting and such Chairperson may not serve more than two years consecutively.
2. The Committee shall meet as needed if called by the Chairperson.
3. Minutes shall be kept of each meeting.
4. At least one week's notice shall be given to the Committee prior to each meeting, along with an agenda.

BE IT FURTHER RESOLVED that the following shall be the functions and responsibilities of this Committee:

1. The Committee shall function in an Advisory capacity and shall not interfere in the Administration of the Data Processing Department.
2. The Committee will review, study and recommend County policy for Data Processing in such areas as hardware standards, software standards, and software copyright adherence.
3. The Committee shall determine which applications can best be served by the county main-frame computers or by departmental systems.
4. The Committee shall coordinate the growth of data processing between departments to prevent needless duplication of effort.
5. The Committee shall review complaints and make recommendations thereon.
6. The Committee may review the equipment and staffing needs of the Data Processing Department in relation to the overall plan of development and make recommendations thereon.
7. The Committee shall make an annual report to the Board of Supervisors on its functions, or more often if it becomes necessary.

BE IT FURTHER RESOLVED that copies of this resolution shall be sent to each member of the Committee named above.