

## **CHAPTER 235 TECHNICAL SERVICES BOARD**

### **235-1. Creation and Purpose**

The Monroe County Technical Services Board is hereby created to coordinate the data processing activities of Monroe County by providing advice and guidance regarding the development, implementation and maintenance of all Monroe County computer hardware, computer software and applications, electronic data, reprographics equipment and telecommunications equipment to the Monroe County Council, Board of Commissioners and Technical Services Department.

The Technical Services Board will function as an independent County board providing organization and continuity between all units of Monroe County government in order to meet the information technology needs of Monroe County.

The Monroe County Technical Services Department will assist the Board in an advisory and informational capacity as well as receiving guidance from the Board. The Board of Commissioners and/or the County Administrator is the supervising body or individual for the Technical Services Department. It is the mission of the Technical Services Department to provide quality service to each unit of Monroe County Government. The technical services Department will act as the facilitator for the recommendations made by the Monroe County Technical Services Board to all Monroe County Elected Officials and Department Heads. The Technical Services Department will act as the technical advisor to the Monroe County Technical Services Board on all Monroe County Projects dealing with information technology.

### **235-2. Definition of Technical Services**

**"Technical Services"** shall include network services, system support services, reprographic services, telecommunications services and information services, including the purchase and maintenance of any components and systems within these areas (e.g. equipment, hardware, software) and the training of employees in the use of these systems.

### **235-3. Membership**

The Technical Services Board shall consist of the following members, who shall be appointed as follows:

- (A)** one (1) member of the Board of Commissioners as selected by the Monroe County Commissioners;
- (B)** one (1) member of the Monroe County Council as selected by the County Council;
- (C)** one (1) member of the Board of Judges of Monroe County, or their designees;
- (D)** one (1) member from the Monroe County Probation Department to be designated by the Board of Judges;

- (E) the Monroe County Sheriff or Sheriff's designee;
- (F) the Monroe County Prosecutor or the Prosecutor's designee;
- (G) the Monroe County Auditor or the Auditor's designee.
- (H) the Monroe County Treasurer or the Treasurer's designee.
- (I) the Monroe County Assessor or the Assessor's designee.
- (J) the Monroe County Recorder, or the Recorder's designee.
- (K) the Monroe County Clerk or the Clerk's designee.
- (L) a representative of the Monroe County Planning Department.
- (M) a representative of the Monroe County Building Department.
- (N) a member of the Monroe County Parks Department.
- (O) a member of the Monroe County Health Department.
- (P) a representative of the Monroe County Highway Department.
- (Q) a representative of the Monroe County Youth Services Board.
- (R) the Monroe County Technical Services Administrator or their designee.

(S) not more than two (2) members that the Monroe County Commissioners, in their discretion, deem appropriate and necessary. These members must have practical experience or formal education in the analysis and implementation of technical service systems.

#### **235-4. Duties and Responsibilities**

The Board, subject to the fiscal approval of the Monroe County Council, the general authority of the Monroe County Commissioners as the executive body for Monroe County, and to the constitutional and statutory authority of the elected officials of Monroe County, and following input from the Monroe County Technical Services Department, shall have the following duties and responsibilities:

(A) adopt and distribute standards, on an annual basis, for all Monroe County computer hardware, computer software and applications (including, but not limited to, the Monroe County computer network and all electronic data maintained by Monroe County), reprographics equipment and telecommunications equipment.

(B) set criteria for the selection and prioritization of all information technology projects for Monroe County. These criteria shall be reviewed on an annual basis.

(C) develop project methodology for all information technology projects.

(D) obtain annual reports from all Monroe County department heads and elected officials concerning their use of, and need for, information technology equipment and services no later than April 1st of each calendar year.

(E) develop agreements between Monroe County departments concerning countywide needs for information technology services.

(F) develop working strategies to promote efficiencies and minimize costs in meeting the information technology needs of Monroe County government.

#### **235-5. Priority and Assessment Report**

The Technical Services Board shall annually provide a priority and assessment report to the Monroe County Commissioners and the Monroe County Council outlining the Board's recommendations for the prioritization and implementation of information technology projects, and for funding those projects. The priority and assessment report shall be compiled by the Technology Services Department. The Technical Services Board shall review the priority and assessment report, make all necessary amendments to the report, and submit the amended report and their recommendations to the Monroe County Commissioners and the Monroe County Council prior to the annual Council budget meeting. This Report shall include, but not be limited to, the following:

(A) an assessment of the current data processing equipment and services, including the estimate of funds needed to support said equipment and services in the following fiscal year;

(B) an assessment of requests from County department heads or elected officials regarding the need for additional data processing equipment and services for the fiscal year;

(C) a listing of additional technical services and equipment requested by County officials or department heads in order of priority as determined by the Board for the following fiscal year with a determination as to whether the funds for each such request should be allocated from the Technical Services Department's budget or elsewhere; and,

(D) any proposals and supporting documents provided to the Technical Services Board by County officials or department heads for additional technical services and equipment for the following fiscal year.

#### **235-6. Board Review**

Submission of all Information Technology Projects to the Technical Services Board is mandatory. All submissions shall be reviewed by the Technical Services Department. The Technical Services Department shall submit a report on the proposed project to the Board. Technical services and systems purchased with Board approval shall be maintained and supported by the Technical Services Department.

**[end of chapter]**