



# COUNTY OF HUMBOLDT

For the meeting of: 7/13/2021

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File #: 21-679

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**To:** Board of Supervisors  
**From:** County Administrative Office  
**Agenda Section:** Consent

**SUBJECT:**  
Updated Information Technology Policies

**RECOMMENDATION(S):**

That the Board of Supervisors:

1. Adopt the updated Information Systems Acceptable Use Policy; and
2. Adopt the updated Information Systems Policy.

**SOURCE OF FUNDING:**

All County Funds

**DISCUSSION:**

The County of Humboldt's information systems are accessed and relied upon by over 2,000 individual users on a daily basis. The Information Systems Policy is intended to ensure departmental and county-wide technology investments are appropriately secured and provide users with clear guidelines for the use of information systems. The Information Systems Policy was last updated in 2005 and was out of date in regard to current technology, applicable uses, remote work and teleconferencing and advanced cybersecurity. The attached Information Systems Policy revision clarifies roles and responsibilities for users, departmental managers, multi-user system administrators and the County Administrative Office - Information Technology Team. The Information Systems Acceptable Use Policy has been updated to coincide and reflect the changes made to the Information Systems Policy. The attached policies have been reviewed by the IT Executive Committee and union representatives.

The most significant changes include:

- Additional requirements for video conferencing (Zoom, webex, *etc.*) and other cloud-based services (O365, Adobe, *etc.*);
- Updated password requirements;
- Updated Virtual Private Network and network access requirements;
- Updated terminology which coincides with current technology, mobile devices and media storage; and
- Updated network and cybersecurity requirements.

FINANCIAL IMPACT:

Minimal staff time was utilized in the preparation of this agenda item. These costs have been included in the adopted fiscal year 2020-2021 budget for CAO - Information Technology (3550-118). There are no direct costs associated with management of these policies, however costs of some services may increase in order to comply with the requirements stated in these policies.

STRATEGIC FRAMEWORK:

The recommended actions support the Board of Supervisors' Strategic Framework by providing for and maintaining technological infrastructure and managing resources to ensure sustainability of services.

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board may choose not to approve the attached information technology policies. However, this alternative is not recommended as the updated policies provide for improved processes.

ATTACHMENTS:

1. Information Systems Acceptable Use Policy
2. Information Systems Policy

PREVIOUS ACTION/REFERRAL:

Board Order No.: N/A

Meeting of: N/A

File No.: N/A