

APPROVED BY THE BOARD OF COUNTY  
COMMISSIONERS AT THEIR MEETING  
**JAN 19 1981**

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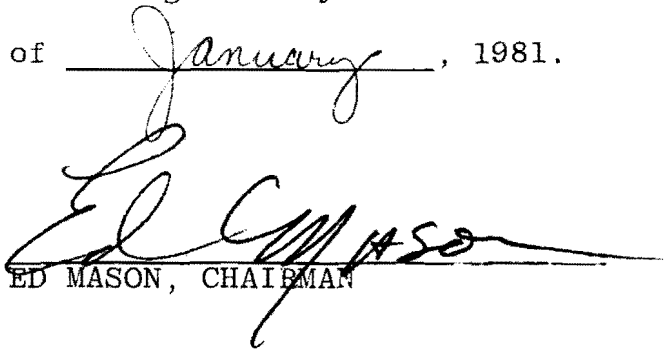
RESOLUTION NO. \_\_\_\_\_

WHEREAS, the Orange County Board of County Commissioners wishes to optimally manage its Data Processing Facilities at the most reasonable cost to the taxpayers of Orange County, Florida; and

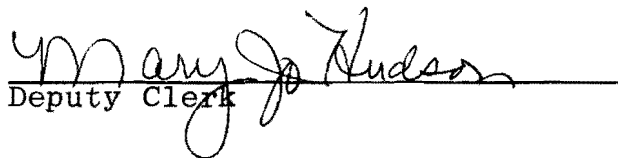
WHEREAS, the Orange County Board of County Commissioners desires to encourage the participation by the users of its Data Processing Facilities in this management effort;

NOW THEREFORE, be it resolved that the Orange County Board of County Commissioners does create a Management Information Systems Operating Committee to advise said Commission in the management of its Data Processing Facilities. Such committee to be formed and to function according to the attached policy statement.

APPROVED AND ADOPTED by the Orange County Board of County Commissioners this 19th day of January, 1981.

  
ED MASON, CHAIRMAN

ATTEST:

  
Deputy Clerk

## POLICY STATEMENT

### MANAGEMENT INFORMATION SYSTEMS OPERATING COMMITTEE

#### 1.0 OBJECTIVE

To provide advisory and policy guidance in the effective utilization of county-wide electronic data processing.

#### 2.0 POLICY

The Board of County Commissioners, in their effort to ensure effective use of computer resources, has established a Management Information Systems Operating Committee.

#### 3.0 COMMITTEE MEMBERSHIP

Committee membership of the Management Information Systems (MIS) Operating Committee will consist of not more than eleven (11) members appointed by the Board of County Commissioners, as recommended either by the County Administrator or by the appropriate elected official.

3.1 One decision-making representative from the office of the following agencies:

- 3.1.1 Sheriff
- 3.1.2 Clerk of Courts
- 3.1.3 Comptroller
- 3.1.4 Property Appraiser
- 3.1.5 Tax Collector
- 3.1.6 State Attorney
- 3.1.7 Supervisor of Elections

3.2 Representatives from the following functions reporting to the Board of County Commissioners: --

- 3.2.1 Management and Budget
- 3.2.2 County Administrator

3.3 One representative to be selected from the private computer industry sector.

3.4 The Data Center manager will be a permanent member and have responsibility for the agenda and minutes.

3.5 All members will have voting privileges and will serve on the committee at the discretion of the appropriate elected official or the Board of County Commissioners.

#### 4.0 RESPONSIBILITIES

4.1 The MIS Operating Committee will:

- 4.1.1 Approve short and long-term data processing goals and systems implementation priorities to achieve these goals.
- 4.1.2 Monitor systems development by reviewing scheduled major milestones and fostering system integration wherever possible and justified.
- 4.1.3 Determine scope of new systems proposals as related to impact on long-range plans, to reassure users of their requirements being properly satisfied.
- 4.1.4 Review significant hardware, software, budget and staffing requests for appropriateness and sufficiency.

- 4.1.5 Ensure that uniform data processing standards are being followed throughout the county.
- 4.1.6 Strive for continued improvement in the rendering of county data processing services.

4.2 The Data Center Manager will:

- 4.2.1 Prepare agenda.
- 4.2.2 Publish meeting notices, specifying time and date.
- 4.2.3 Prepare and distribute minutes of the committee meetings.
- 4.2.4 Provide overall administrative requirements for the committee.

5.0 COMMITTEE ACTIONS AND RECOMMENDATIONS

- 5.1 The MIS Operating Committee, after carefully reviewing and evaluating EDP plans and requests, will recommend approval or disapproval. Recommendations will be determined by majority vote.
- 5.2 If any request or plan is disapproved, it will be so noted and given to the Data Center Manager with instructions for resolution.
- 5.3 The MIS Operating Committee will send appropriate recommendations to the County Administrator for approval.
- 5.4 The Board of County Commissioners always reserves the right to approve or disapprove any recommended item.