

MISAC State Board Meeting

January 12, 2006

3:00 – 5:00 p.m.

Start Time: 3:10 p.m.

(Sacramento Convention Center)

Attendance: Solomon Gee, Laura Peabody, Drew Gidlof, Gary Cook, Rick Guidara

Via Phone-In: John Uribbarri, Greg Park, Mitch Cochran

Resigned: Chris Stathis

1. So. Chapter to nominate replacement for Chris.
2. Approval of October 2005 Meeting Minutes
Corrections? No.
Audit? Drew to audit the treasurer's info for the transition. LP can technically guide DG on how to do the audit.
Treasurer, Dep Treasurer and past president on the bank account.
3. Approval of Treasurer's Report
None at this time. Handle this via the audit (Drew). Need to finish State of CA issues. MC – suggesting to stay at Treasurer due to outstanding tax issues (also for the continuity sake and signature card). Signature card must be done via on-site bank visit. Gary's wife is an enrolled agent and can help with the tax issues. MC says that he is 50% staffed and plan to get it resolved in 2 weeks and finish up the tax issues. MC and GC to discuss offline and to resolve the tax issues. Then get the records to DG. GC will take over as soon as the records are transitioned.
4. Legislative Update (GP)
GP to meet with Amy and Nick tomorrow. What is happening with local wireless (topic to be discussed)? This is a hot topic – franchise fees need to stay locally. Major push to consolidate this and put it in the fed level. Another idea was that CA would be exempt from the fed level push.

State Enterprise architecture group – MISAC involvement? GP to send email to listserv to note where the legislative notes is posted at MISAC website.

RG – we need to be more assertive in telling the state that misac has been involved with technology and not just starting to get involved.

5. Continuing Business
 - a. Conference
 1. Review Survey Reports
Feedback was mostly positive; some things may need to be tweaked. LP got personal emails with more complaints as people may not have wanted to state in the open forum.
John did a great job putting it together.
 2. Conference 2006 Planning and Due Dates
Drew will be handling this year's conference program. Go to chapter presidents for ideas on developing the program with speakers and other agenda topics. If no response, then MISAC board will determine the program. Steal JU's categories and get it to Sher for the packet for others to see. Sutherlands are a bit behind schedule for the previous conference so not much of a push for '06 from them yet. DG will have draft program (at least topics by category) for March meeting so we can post it before May.
RG – send in the contract to misac board to review.
LP – board reg fee – what to do with this? Give people an incentive to join? New members – entice them to sign up the conference and discount the conference reg fee?
How about charge the regular fee as a “discount registration” and then \$50 artificial late fee (don't call it a late fee)?
Figure out the target date to have everything in and have the “full rate” apply
Don't take action at this time for reg fee and dues – GP. LP to send something to chapters to poll people for bundled-rate idea. GC – don't cross a legal line as bundled costs may be an issue (make sure we don't do something illegal for some agencies). Table this for further discussion and LP to do some research. Must run it via executive events (Sher & OJ). Board to finalize in March.

Monday night entertainment – football or putting event? Can we do both - sports night? LP to ask in email about Monday night events.

Fun run – no. Ladies (6) can get up early, get coffee and go for a walk.
JU – not found golf courses yet.

5. Award Program

a. Proposed Additional Questions for the Excellence Application

Questions – test the wording of additional questions by inserting them in the application and flag them but tell them that these are test questions. You must answer these test questions otherwise points are deducted (before March meeting and announce it at the May joint meeting – MC).

SG – how about combining the awards with the registration fee to discount the 2nd person for the immediate next conference? This would need to be discussed further and limit the discounts.

b. Proposed New Award - Certification

- MISAC – Certified – baseline, simple form, plaque and that's it, 'C' level
Not a technical certification. How about an IT Proficiency award? More of a qualification award. Will need to do more research on these questions. Take strategic plan questions out of this certification but may need to put in a suitable category.
MC – what are some of the minimums per MISAC board? Strategic plan may not need to be as detailed. Soften it from a formal strategic plan (some document for replacement cycle, etc) – have you thought past next week? No representation for this certification but email the membership on who earned it. Have some sort of acknowledgement but not the same level as B & A levels.
MC – any other questions or comments, May meeting – discuss this program.
- Achievement – extensive form, council presentations, 'B' level
- Excellence – extensive form, council presentations, 'A' level

6. MISAC Marketing/Outreach

Table this for an email discussion.

7. New Business

RG – domain name (misac.org) is currently registered to bob trammell. Bob said to find some other host (\$35/year) that is cheaper. Contact name is going to be the key for future plans. Don't tie it to vendors (like civica) as this may create ownership problems for misac. RG – transfer the contact name to the treasurer (goes to Gary at this time). Bob to change info with Network Solutions and then transfer it to Gary.

RG – pick up the misac survey. LP – contacting Joan Schoening on the status of the misac survey? **SG – check with Joan on status of misac survey – OK to move it to the board for continued action (get answer back to board).**

Tony DeGruy – no longer at Stockton.

Joint meeting – at GTC meeting (May 15-19). Wed night dinner at West-Sac. OJ lined up Hansen last year at the last minute. Hansen would sponsor it again and OJ offered (for a finders fee) to find other sponsors as well if needed. Secretary is supposed to set up the joint meeting. LP will add SG to e-mails with CCISDA to get this started.

8. California State/CCISDA/MISAC Opportunities

a. Encryption Security Survey

DG – cities in the state to participate in the security survey; results are anonymous, forms discussion for state, city and county for security and encryption. Must aggregate responses for each agency.

Capture misac and non-misac member agencies. Give 2-3 weeks to get everything done. State contacted Kevin dickey and he, in turn, said that they needed MISAC input as well. Huge opportunity to get involved. John McElligott will get drew the cities distribution list. Drew to create mnemonics for each city.

- b. Enterprise Architecture
GP – waiting for dates. Once gotten, drum up more participation from chapters.
- 9. Schedule Next Meeting
March 30th – LP would be a call-in at 3pm. JU will try to make it.

Jan 24-27th – Microsoft conference?

Meeting Adjourned: 4:10 p.m.

MISAC Certified Award program

Existing program:

Award for Excellence in Information Technology Practices
Award for Achievement in Information Technology Practices

Additional baseline level

MISAC Certified – Exceed the MISAC baseline standard practices.

Baseline requirements

- Planning Have a strategic plan. (less than 5 years old)
- Operations Set agency hardware/software standards
 Have policy to enforce standards
 Have way to track inventory – manual or automated
 Is all of your software currently licensed?
 Are all critical systems backed up regularly ?– provide schedule
 Are backups tested?
 How are critical applications kept up to date?
 Do you have a computer use policy?
 Are all critical operations documented?
 Have you taken adequate security measures to protect the infrastructure?
 Firewall – what are update policies?
 Antivirus – what are update policies?
- Internet Do you have an Internet use policy?
 How do you prevent unauthorized Internet usage?
 Do you monitor internet activity?
- Staff Development
 Do you track professional development?
 Do you track technical development?
- Disaster Planning
 Do you have a current disaster plan (less than 3 years old)
 Do you currently store backups off-site?
 Have you identified critical applications?
 Do you have a plan to restore critical hardware?
- Customer Service
 Do you measure customer service?

Application Process

Check list with attachments

Signed by IS Manager and next level up: Director or City Manager

- Since we don't have an audit, we want the City to have a second signature

Review Process

Quick review – no in-depth response

No presentations to council – need higher levels for that.

Cost

\$100.00 for members

\$150.00 for non members