

TOWN OF MOUNT PLEASANT, SOUTH CAROLINA
HUMAN RESOURCES COMMITTEE
Tuesday, January 2, 2018
Municipal Complex, Committee Meeting Room, 3rd Floor
100 Ann Edwards Lane, Mount Pleasant, SC 29464

MINUTES

PRESENT: Kathy Landing, Chair, Bob Brimmer and Guang Ming Whitley

STAFF PRESENT: Eric DeMoura, Town Administrator; Marcy Cotov, Chief Financial Officer; Meghan Kelly, Human Resource Director

Ms. Landing called the meeting to order at 2:14 p.m.

1. Approval of Minutes from the June 29, 2017 meeting

Mr. Brimmer moved for approval; seconded by Ms. Whitley. All present voted in favor.

2. Public Comments

[None]

3. Consideration of Proposed Information Technology Regulations

Ms. Cotov stated that in 2016 there was a technology assessment and from the assessment, a recommendation was made to form an IT (Information Technology) governance committee; the Information Technology Advisory Board. The IT Advisory Board is comprised of individuals from all Town departments. This allows for technology regulations to be addressed in a manner that receives scrutiny from all aspects.

Information Technology Advisory Board

- Technology Assessment performed in 2016
- Recommendation of the formation of an IT Governance committee
- Charter developed for the Information Technology Advisory Board (ITAB)
 - *The purpose is to ensure effective and transparent decision making related to the management and use of technology by providing recommendations and guidance on technology policies, strategies, directions, and priorities*

Ms. Cotov stated that one of the first recommendations that the IT Advisory Board made was to group all technology regulations together, like the Human Resource Guidelines, instead of having individual regulations adopted. She said the intent is to bring the regulations back at least twice a year, as the Advisory Board continues to recommend additional regulations. She said that the Police Department will comply with US Department of Justice Federal Bureau of Investigation Criminal Justice Information Services (CJIS) Security Policy.

Proposed IT Regulations

- Grouped regulations versus individual regulations
- Incorporates some existing IT-related regulations
 - *Acceptable use section from HR Guidelines*
 - *Social Media section from HR Guidelines*
 - *Elected Official's acceptable use Resolution 10031*
- Proposes new regulation for mobile devices
- References Police Department's additional compliance requirements

She said the Advisory Board typically meets every other month and plans at least twice a year to bring additional regulations until they have caught up to where they would like to be. She said regulations are in SOP's (Standard Operating Procedures), and Emergency Management, as well

as other areas; however, this formalizes it and makes sure that they are consistently being reviewed and how they interact with each other.

She said that in the HR guidelines, there are technology sections that they wanted to incorporate and did this by reference so that one area would be updated and it would be referred to in another. She said the Advisory Board made some good recommendations for the Acceptable Use section that is in the HR guidelines with the Social Media which will be turned over to HR when they are ready to update the HR Guidelines. She said this will be done soon due to the new HR Payroll System which has changed how the Town does business. She said there was also the existence of the elected officials' acceptable use, a Resolution which was incorporated as well.

Ms. Cotov said that the new regulation is the Mobile Regulation.

Mobility Regulation

- Establishes
 - *General guidelines*
 - *Technical requirements*
 - *Use requirements*

She stated that they first established General Guidelines in the mobility regulation which address who approves staff having mobile devices with consideration given to business need, the budget, cost of service and the potential impact on Town infrastructure. She said the second is the Technical Requirements, which defines the product that is the standard, items such as passwords being required, and that devices need to be synced periodically to ensure software updates, including whether security updates are being completed in a timely manner. She said the Town is currently utilizing an Apple product; however, this could change.

She said they also made sure through Procurement that the products were on State contract so the pieces needed were already procured properly.

She said the last is the Use Requirements which indicate how the equipment is to be used securely and appropriately.

She stated as an Advisory Board, their next area to review will be developing a security piece and they will come back before Committee with a draft regulation on how to handle security as a Town.

Mr. Brimmer asked how this relates to the records retention policy for the Town.

Ms. Cotov said that one of the sections that will be coming up, which will likely be in next year's budget, is a mobile device management (MDM) software. She said there will be updates in the mobility section and will ensure the areas that they feel lack full retention, which is text messaging and other items, will be addressed. She said this addresses using your mobile device for official business and this will allow the ability to capture it and retain it for the appropriate time.

Mr. Brimmer stated that if Council is responding to a constituent via correspondence, that they should always utilize their mobile device for this. He asked if this is the issue or using the official account, or both.

Ms. Cotov said that Council should be using their Town official device, or if using a non-official, then the Town email should be utilized, because if using the Town email, even if not on the Town issued iPad, it is capturing it.

Ms. Landing stated that this all comes to common usage and habit. She said if Council members put things on the wrong device, and in the case of FOIA, something needs to be investigated, your personal device will need to be surrendered. She said in her case, all her business information and contacts are private and confidential. She said that this is basically putting into place the regulations that will govern what Council has already been advised to do.

Ms. Cotov stated that the MDM will also allow proper delineation on a personal phone in order to protect the private areas. She said it will not allow it to capture from one app on the phone and transfer to another non-Town app on the phone.

Ms. Landing asked if there is a motion to approve the consideration of the Information Technology Regulations.

Ms. Whitley so moved.

Mr. Brimmer said for clarification, are all the changes that were sent to Committee members being approved.

Ms. Cotov responded in the affirmative.

Mr. Brimmer seconded the motion. All present voted in favor.

4. Adjourn

There being no further business, meeting adjourned at 2:23 p.m.

Respectfully submitted,

Barbara Ashe

January 2, 2018