



December 21<sup>st</sup>, 2023

**Committee Charter For: Information Technology Committee (IT Committee)**

**Overview:** The Wadena County IT Committee was formed to create an environment in which information and technology are effectively applied to enhance the efficiency of County operations and responsiveness to rapidly changing technology. The IT committee meetings are used as a forum for collaboration, as well as advisory for the IT Department across Selected County Employee’s.

**Purpose:** The purpose of the IT Committee is to enhance communication regarding IT needs, capabilities, developments, Security, innovations and deficiencies. The IT Committee will provide recommendations to the County Board if deemed necessary.

**Composition:** Department Head or Designated Department Representative in the following areas:

Name	Role	Agency/Represent
IT Director	IT Director	IT Department
IT Network Technician I or II	IT Network Technician II	IT Department
Board Representatives	Board Representatives	2 County Commissioners
Sheriff’s Office	Admin Representative	Sheriff’s Representative
Human Services Rep	DHS Equipment and Software Requirements	Human Services Director
Public Health	Cost Accounting/Software Public Health Software	Public Health
Transit	State Transportation and Software Requirements	Transit Director
Solid Waste	Solid Waste Software Requirements	Solid Waste Manager
Highway	County Engineer	County Engineer
County Administrator	County Coordinator	County Coordinator

**Responsibilities:**

Provide Feedback and input on technology initiatives

Discuss major county technology projects

Act as an advisory committee to the County Board

Review and recommend technology policies and standards

Recommend technology training needs

Help departments keep abreast of new developments in technology

Respond formally to any assignment requested by the County board.

**Meeting schedule:**

The Wadena County IT Committee will meet Quarterly or more often as needed.

**Decision making:**

The IT Committee makes recommendations regarding IT strategies, IT Policies, end-user training needs, resource allocations, and other related issues.

**Reporting:**

Minutes include high-level overview of meeting items and recommendations made to the IT Department. Will keep a record of any communications to the County Board. IT Director or designee will record the minutes.

**Annual review:**

- Charter
  - Members
  - Charter purpose
- Goals
  - 1 year Initiative
  - 3 year initiative
  - 5 year initiative
  - All Years including upcoming Core Equipment refresh cycles.
- Budget Review
  - Previous Year
  - Existing Year
  - Projected Year(s)