

INFORMATION TECHNOLOGY ADVISORY COMMITTEE
MINUTES OF ACTION BY EMAIL BETWEEN MEETINGS
OCTOBER 9, 2015

Email Proposal

The Information Technology Advisory Committee (ITAC) was asked to approve the report and deliverables of the Information Security Framework Workstream that includes a “How to Use Guide” and checklist for use of the Information Systems Controls Framework Template by the superior courts. If approved, the documents would be considered at a future Judicial Council Technology Committee (JCTC) meeting and, if approved, by the Judicial Council.

The proposed action was previously discussed at a meeting open to the public on August 18, 10 a.m. by teleconference. Due to the limited availability of ITAC members and the body’s other priorities, the committee did not have time to consider the report at a meeting in a timely manner. Accordingly, the Chair concluded that prompt action by email was necessary.

Notice

On October 5, 2015, a notice was posted advising that the ITAC was proposing to act by email between meetings under California Rules of Court, rule 10.75(o)(1).

Public Comment

Because the action by email concerned a subject that otherwise must be discussed in an open meeting, the ITAC invited public comment on the proposal under rule 10.75(o)(2). The public comment period began at 10:00 a.m., Monday, October 5, 2015 and ended at 10:00 a.m., Thursday, October 8, 2015. No comments were received.

Action Taken

After the public comment period ended, ITAC members were asked to submit their votes on the report by 10:00 a.m. on October 9. Seventeen (17) members voted to approve the report; four (4) members did not vote. The report was approved.