

# Court Packet Cover Memo

## County IT Administrative Oversight and Governance Alignment

**To:** Commissioners Court

**From:** County IT Department

**Date:** May 2026

**Subject:** County IT Governance Alignment, Administrative Oversight, and IT Advisory Committee

### Purpose

This packet presents a practical governance structure for County information technology. The goal is to clarify accountability, align IT oversight with County-wide internal controls and risk management, and preserve Commissioners Court authority over budget and policy decisions.

### Requested Action

Consider and take action to acknowledge the County IT Governance Policy, assign administrative supervision of the IT Director to the County Auditor for coordination and accountability purposes, and establish the County IT Advisory Committee as an advisory body.

### Why This Is Needed

- Technology now touches every County office, critical public safety function, court workflow, financial process, election system, and public-facing service.
- Cybersecurity, CJIS compliance, vendor access, identity management, backups, endpoint security, and network standards require County-wide consistency.
- The County has historically operated with fragmented networks, aging infrastructure, mixed vendor-managed systems, and inconsistent technical standards.
- Recent CJIS audit work, MFA rollout, Entra standardization, least-privilege work, endpoint protection, logging, and network modernization have made clear that IT governance must be formalized.
- The proposed structure gives departments a voice while preserving clear technical authority and accountability.

### What This Does

- Keeps IT as a County department.
- Keeps Commissioners Court in control of budgetary and policy authority.
- Places day-to-day technical authority with the IT Director.
- Assigns administrative supervision of the IT Director to the County Auditor.
- Creates an IT Advisory Committee for structured input, transparency, and coordination.
- Formalizes written IT standards for security, supportability, and compliance.

### What This Does Not Do

- It does not place IT under the judiciary.
- It does not give judges operational authority over IT.
- It does not remove Commissioners Court budget authority.
- It does not give the IT Advisory Committee approval or veto power over IT operations.
- It does not remove departmental ownership of business processes, records, or statutory responsibilities.

### Included Documents

Document	Purpose
Proposed Court Action and Agenda Language	Provides wording for the Court agenda item and possible motion.
Commissioner Explainer	One-page explanation of the oversight change and what it does and does not change.
County IT Governance Policy	Primary governance document establishing roles, authority, reporting, procurement review, exceptions, and audit support.
County IT Advisory Committee Charter	Defines the advisory committee, membership, scope, authority limits, meetings, and documentation.
County IT Department Charter	Defines IT mission, vision, responsibilities, guiding principles, and technical authority.

County IT Written Standards	Establishes minimum enforceable technical standards for County-managed technology.
2026-2028 Strategic Direction and Roadmap	Provides the supporting modernization strategy and phased implementation roadmap.
Implementation Checklist	Defines the immediate steps needed after Court action.

**Recommended Handling**

The Governance Policy, Advisory Committee Charter, and Court Action document should be treated as the formal Court packet. The IT Charter, Written Standards, and Strategic Direction should be treated as supporting documents. This keeps the Court action focused and avoids turning technical standards into a line-by-line policy debate.