

# **OPERATIONS & OVERSIGHT COMMITTEE MINUTES 6-10-10**

## **PRESENT**

- Yves Chery, Chair
- Edward L. Blecksmith, Vice Chair
- William de la Garza
- Ed C. Morris, Alternate

## **ABSENT**

- Will Pryor

## **BOARD MEMBERS AT LARGE**

- Les Robbins
- Simon S. Russin

## **STAFF, ADVISORS, PARTICIPANTS**

- Robert Hill
- James Pu

The meeting was called to order by Chairman Chery at 10:50 a.m.

### **1. APPOINTMENT OF VOTING MEMBER(S) IN THE EVENT ONE OR MORE REGULAR COMMITTEE MEMBERS ARE ABSENT**

The Chair appointed Mr. Morris a voting member of the Committee.

### **2. APPROVAL OF THE MINUTES OF THE SPECIAL MEETING OF MAY 6, 2010**

A motion was made by Mr. Blecksmith, seconded by Mr. Morris, to approve the minutes of the special meeting of May 6, 2010. The motion passed unanimously.

### **3. FOR INFORMATION**

#### **1. Preventing Data Leakage**

James Pu

With the use of technology in today's office, data is captured and stored in many places. If equipment containing sensitive data is not properly disposed, the information may fall into the wrong hands.

Although the need to destroy used computer hard drives is well understood, other equipment is often overlooked, i.e. printers, copiers, computer tapes, and other peripheral hardware/systems. These systems may contain hard drives, memory devices, and additional medium designed to preserve data, even when power is removed.

Preserving our members' privacy and security is one of our chief responsibilities. Each element of our disposal procedures and policies is designed to ensure that data does not leave LACERA unintentionally. LACERA employs mitigating procedures in every known risk area.

James Pu gave a presentation detailing our strategy for disposing of defunct equipment, as well as procedures to reduce the chances of data theft and misuse.

4. MISCELLANEOUS
5. PUBLIC COMMENT
6. GOOD OF THE ORDER

(For discussion purposes only)

7. ADJOURNMENT

 PRODUCE | The keystones of our mission can be summarized by two elements: investments and customer service.

7/15/10