

**MEMORANDUM  
COUNTY OF PLACER  
DEPARTMENT OF ADMINISTRATIVE SERVICES**

TO: Honorable Board of Supervisors  
FROM: Jerry Gamez, Director of Administrative Services  
DATE: April 8, 2014  
SUBJECT: In-State Training and Travel Approval

*J. A.*

**ACTION REQUESTED**

1. Approve in-state training and travel for one Administrative Services Department Information Technology Division employee to attend Check Point Security Administration Training in San Jose, California with a base budgeted net county cost of \$6,132. Travel dates are April 27, 2014 through May 2, 2014.

**BACKGROUND**

The Administrative Services Department's Information Technology Division (Department) maintains multiple Internet and Network Firewalls manufactured by Checkpoint Software Technologies, Ltd. These enterprise-class Firewalls provide security protection to County information system assets including network segments supporting General Government, Criminal Justice and the Health & Human Services systems.

Additionally, Firewalls are utilized to segment Internet web servers and wireless access points as well as providing Intrusion Detection/Prevention Systems (IDS) to help detect/prevent hackers from infiltrating the County's Enterprise Data assets.

Mr. Lynch is the Department's primary Firewall Administrator and is responsible for the day-to-day maintenance of these systems. The Department is requesting approval for Dan Lynch, Information Technology Analyst to attend Check Point Security Administration Training in San Jose, California from April 27 through May 2, 2014. This training will equip Mr. Lynch with the knowledge and skill sets necessary to support the County's existing security gateway solutions, upgrade and troubleshoot security management server solutions, configure and maintain security acceleration solutions, and manage, test and optimize virtual private network tunnel solutions.

The total cost for Travel, Meals, and Training is \$6,132 and exceeds the County Executive Office approval authority. Therefore, in order to proceed, your Board's approval for this in-state training and travel request is required in accordance with Section 3.4(C) of the Placer County Meals, Lodging, Travel and Transportation Policy.

**FISCAL IMPACT**

The total cost for this training and travel request is \$6,132. The Administrative Services Department's Information Technology Division has sufficient funding in the FY2013-2014 Budget to support this request.

cc: Kathy Buchanan, Deputy Director of Information Technology  
Rick Branicki, Information Technology Manager

