

MEMORANDUM

Date: September 19, 2016
To: Board of Directors
From: Paul Wagner, Security Chief
Subject: Receive Status Report on Security Information Update

RECOMMENDED ACTION

No action – receive update.

BACKGROUND

Most of the Security Data request forms have been received. We are about $\frac{3}{4}$ of the way through inputting the updated information we received into the system (ABDI). There are some forms we need to dig deeper on because we received them back “return to sender”. Once all the information/forms we have are in put into the system, we will tackle the few remaining forms that need additional communication from and possibly resend some to the correct address/owners. I believe we should have all the forms back and input into the system within the next few weeks (mid October).

Determining the volume of email addresses captured versus the total number of bar codes issued is not a readily available piece of information. The ABDI system has a predefined set of reports available and culling out those records with email addresses is not a standard report. Staff will verify through District General Counsel our ability to use the email addresses collected for District communication and will report back to the Communications Committee in October. In addition, ideas and suggestions for the type of communications to be sent out via mass-email will be discussed at the October Communications Committee meeting.