

## Purpose and Objectives:

### Purpose:

To work together with a shared dedication to ensuring that technology is fully contributing to Washington State government's potential for technology. The Technology Services Board (TSB) Portfolio-Policy Subcommittee acts as an advisory entity to the full Technology Services Board to provide strategic advice and guidance in carrying out the following core functions:

### Objectives:

The subcommittee will work to achieve the following objectives:

- Review standards and policies, developed by WaTech.
- Review statewide or interagency technical policies and standards developed by WaTech.
- Review oversight of major information technology projects, ensuring projects consider the technical and financial business case, including a review of:
  - The total cost of ownership across the life of the project
  - Major technical options and alternatives analysis
  - Project technical and financial justification for and alignment with enterprise strategy
- Review standards and common specifications for new or expanded telecommunications networks
- Consider, on an ongoing basis, ways to promote strategic investments in enterprise-level information technology projects that will result in service improvements and cost efficiency.
- Provide a forum to solicit external expertise and perspective on developments in information technology, enterprise architecture, standards, and policy development.
- Provide a forum where ideas and issues related to information technology plans, policies, and standards can be reviewed.

Note: This subcommittee does not have delegated authority. This subcommittee provides only consultation, guidance, and recommendations to be decided by the full board TSB.

### MEMBERSHIP (\* indicates voting members):

The membership will consist of fourteen (14) members. WaTech's Deputy Director, Strategy & Management chairs the TSB Portfolio Policy Subcommittee and the TSB Chair will co-chair the committee.

Membership shall consist of existing TSB Full Board members within the following designations:

- Three state agency or institution representatives\*, appointed by the Governor;
- Three private sector representatives\*, appointed by the Governor;
- Two members of the state House of Representatives\*, one from each of major caucus appointed by the Speaker of the House;
- Two members of the state Senate\*, one from each major caucus appointed by the President of the Senate;
- One non-voting member representing state agency bargaining units, selected by the Governor from a list of three names submitted by the general government exclusive bargaining representatives; and
- One non-voting member representing local governments, selected by the Governor from a list of three names submitted by local government organizations.

## PROCEDURES

**Chair:** The Deputy Director of Strategy and Management at WaTech chairs the TSB Portfolio and Policy Subcommittee with the State CIO as co-chair. S/he establishes the agenda, conducts the meetings, and is the primary spokesperson for the Subcommittee. The Subcommittee will be staffed by WaTech and the full board TSB Chair.

**Meetings:** The TSB Portfolio-Policy Subcommittee will meet on a quarterly basis, at a time and place set by the Chair. The Chair will provide a preliminary agenda to all members at least five working days prior to a scheduled meeting. Members are welcome to suggest strategic IT agenda items for discussion.

**Attendance:** Subcommittee members are expected to consistently attend meetings. When a member is unable to attend a board meeting, the member should advise the Chair in advance. No substitutes will be allowed.

**Quorum:** A majority of voting members of the subcommittee must be present in order for the subcommittee to take action and recommend items to move forward to the full Technology Services Board for approval.

**Public Comment During Meetings:** The subcommittee's meeting agenda will provide for a public comment period of up to 15 minutes. The Chair will set and monitor time limits during the public comment period. The subcommittee may also take public comments during the meeting at the discretion of the Chair.

**Decision-making:** Consensus is the preferred method of decision-making. If the Chair determines that a consensus cannot be reached, the Chair may call for a majority vote of the

subcommittee. A majority of voting members of the subcommittee, regardless of how many voting members are present. Only voting members present at the meeting (either in person or participating by electronic means) may vote; no proxies will be allowed. Voting members are indicated in the membership list above.

The Chair, as a representative member of the subcommittee, may participate in all discussion and debate, express opinions, and vote where necessary.

**Meeting Minutes:** Meetings will be recorded and made available to the public via the WaTech website.

**Travel and other Reimbursement:** Members of the subcommittee, except federal and state employees, may be reimbursed for their travel expenses in accordance with RCW 43.03.050 and 43.03.060.

**Ethics, Preventing Conflicts of Interest, and Recusal:** The requirements of the state ethics laws apply to all subcommittee members operating in their TSB role. (See RCW 42.52 and the reference resources at the Website for the Executive Ethics Council, <http://ethics.wa.gov>) The laws include prohibitions against conflicts of interest, acceptance of most gifts, and release of confidential information. State law also restricts use of state facilities and resources, solely for official public business. The subcommittee and its members will strive to maintain full awareness and compliance with these requirements in the conduct of its work.

Any member of the subcommittee who feels that he or she has a conflict of interest on any matter on the agenda shall notify the Chair or the Director of External Affairs and Policy as soon as possible. The member shall:

1. Choose not to participate in or attend the meeting; or
2. Recuse from the discussion - that is voluntarily excuse him/herself, vacate her/his seat, leave the meeting room, and refrain from discussing and voting on the item. If possible where there is a known conflict of interest issue, it will be located on the agenda in such a manner that the member can participate on other action items and then be excused.

Any member of the subcommittee who feels that she or he has no prohibited conflicts of interest but does have a personal or professional interest which the public might misconstrue in the particular situation, shall notify the Chair or Director as soon as possible. The member may either:

1. Voluntarily recuse, or
2. If the member feels they can impartially participate in an issue or decision they shall fully disclose the circumstances at the beginning of the discussion, state their commitment to

fairly and impartially deal with the matter, and offer subcommittee members and the public in attendance the opportunity to seek clarification as needed.

**Open and Public Meetings Act:** The subcommittee may be subject to the Open and Public Meetings Act if the TSB were to delegate this subcommittee the authority to make decisions on behalf of the governing body or to conduct a public hearing or allow for public testimony. This will be addressed on a case-by-case basis.

**Media:** The Chair is the primary spokesperson for the Subcommittee; however each member may answer media questions representing the positions of the Subcommittee without personal opinions or opinions representing personal constituencies. Subcommittee members shall refer to the Governor's Boards and Commissions Membership Handbook for guidelines.

**Modifying the TSB Subcommittee Charter:** The procedures set forth in this charter may be modified by the TSB Full Board or TSB Portfolio Policy Subcommittee either through consensus decision-making, or if a consensus cannot be reached, by a majority of the voting members of the board and/or subcommittee.

DRAFT