

# **Attachment A**

**EITC Charter v2.0**



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# EXECUTIVE INFORMATION TECHNOLOGY COUNCIL (EITC)

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## CHARTER

Version 2.0

April 7, 2023

## Document Version Information

Version	Date	Editor	Changes
1.0	March 20, 2018	Thomas Gresham	Initial Release
1.1	May 24, 2018	Thomas Gresham	Added council members
1.2	September 13, 2018	Thomas Gresham	Sheriff representative updated Increased project oversight fund level from \$50,000 to \$100,000
1.3	March 1, 2019	Thomas Gresham	Updated council members
1.4	August 28, 2019	Thomas Gresham	Updated council members
1.5	September 14, 2022	Janette Pell	Added membership rotation, updated council members, and signature approvals
1.6	February 7, 2023	Jason Womack	Updated Attendance & Location & Updated representation for Ag Commission, Fire, and Child Support Services.
2.0	April 7, 2023	Chris Chirgwin	Revised Charter v2.0 Decreased project/procurement oversight fund level from \$100,000 to \$50,000 Added County Emergency provision Added EITC as final authority for policies Updated council members

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## I. Executive Brief

The Executive Information Technology Council (EITC) is a standing committee that provides high-level oversight, guidance, collaboration, and consensus-driven advice on IT investment (projects and procurement) and governance to ensure strategic alignment with Countywide goals. The EITC will be the senior governing body in the IT Governance model, including the Standards, Policies, and Data Governance sub-committees. Working groups, such as GIS, CJIS, etc., will report to their respective sub-committees.

## II. Charge

The EITC exists to provide oversight and direction for the County's IT investments and governance to ensure they are strategically aligned with Countywide goals.

Any department may submit a proposed initiative as described later in the section titled "Submission Procedures." These initiatives will be vetted through a process that includes reviews by the Chief Information Security Officer (CISO); the Chief Information Officer (CIO) or the Deputy Chief Information Officer (DCIO); General Services Procurement; and the CEO Budget Division prior to being considered by the EITC. EITC approved proposals requiring financial support will be submitted to the CEO's office for funding consideration. The purpose of these reviews is to ensure policies and standards are met, including a cyber-security risk assessment. These reviews also provide greater visibility Countywide into proposed investments and help ensure alignment with Countywide goals and objectives.

The EITC will assist in vetting and prioritizing IT investment opportunities for strategic alignment with the overall organizational, technology, and cybersecurity goals, including standards and policies of the County. After reviewing each opportunity, the EITC will make recommendations to the CEO's office for consideration and potential allocation of budgetary resources.

As part of the review process of any new IT initiative, the EITC will consider whether the initiative should be an Enterprise solution, served to all departments by ITD, or a departmental solution, served to one or more departments and owned by the sponsoring department.

The EITC will be expected to address all new IT initiatives (projects and procurement) that cost more than \$50,000.

Another objective of the EITC is to create and oversee subcommittees for the purpose of improving Countywide governance. These subcommittees will define and recommend technology and data policies and standards. The EITC will be the final authority for reviewing and approving these recommended policies and standards. On occasion, EITC may choose to take a policy to the Board of Supervisors for review and approval.

Communities of Interest (COI) may be created to assist in the refinement of an initiative if requested by the EITC.

### III. How Does the EITC and Governance Benefit the County of Santa Barbara?

- Facilitates executive level decision making and aids in IT strategic planning, which in turn, creates a unified and clear path toward the future.
- Establishes IT governance to address value delivery, strategic alignment, performance management, resource management, and risk management.
- Ensures compliance with County IT governance - standards and policies.
- Improves the overall management of IT and derives improved value from investment in IT.
- Aids in project and portfolio management, thereby ensuring focused use of County resources in support of strategic goals.
- Allows capacity planning and addresses IT resource utilization requirements
- Creates a centralized source from which to review all existing IT assets, initiatives, and potential investment opportunities.
- Increases interoperability among and across County IT applications.
- Improves the ability to share data and services between County systems.

### IV. Composition

The EITC will be composed of representatives from the five functional groups which include: Policy & Executive, Public Safety, Health & Human Services, Community Resources & Public Facilities and General Government & Support Services. Functional groups comprise of one or more departments to give equal representation. All Board members must reside at the director or assistant director level; assistant level requires CEO concurrence. The County Executive Officer (CEO), or their designee, will serve as the council chair. The CIO provides linkages between this group of department representatives and the community of information technology experts throughout the County. This overall structure provides a balanced representation of the County's key business areas. To assure that all stakeholders have an opportunity for direct representation, members of the Board will be open for appointment or election and serve for fixed-length terms.

A Secretariat provided by ITD will provide document management, which includes note taking, publishing of agendas and meeting minutes, and meeting coordination. Agendas and materials will be sent to all Department Directors.

#### **Permanent Members**

- 3 - Chair and two Co-Vice Chairs – County Executive Officer, Assistant County Executive Officer, and Chief Information Officer representing functional group Policy & Executive
- 1 – Auditor-Controller (General Government)

- 1 – Director of General Services (General Government)
- 1 – Director of Human Resources (General Government)

### **Rotating Members**

Each year in October, the EITC will send an email to department directors seeking volunteers to participate in the EITC. The CEO will make the final selection of new members in November. If there are no volunteers, the sitting member may continue participating for another term. Terms are two years and rotate on odd and even years, beginning on January 1st. There are no term limits.

Should a member of the EITC leave County employment, a replacement from the same functional group will be selected to fill the term.

Rotate every odd year (Example, term ends December 31, 2022 and new term begins January 1, 2023)

- 1 Community Resources
- 1 Health & Human Services
- 1 Public Safety

Rotate every even year (Example, term ends December 31, 2023 and new term begins January 1, 2024)

- 1 Community Resources
- 2 Health & Human Services
- 2 Public Safety

Participants should be department director or assistant director level; assistant level requires CEO approval.

<b>EITC Participation Rotation as of March 2023</b>			
<b>Current EITC Members</b>	<b>EITC Members by Title</b>	<b>Functional Group</b>	<b>Term Ends</b>
Mona Miyasato (Chair) or designee	CEO	Policy & Executive	Permanent
Jeff Frapwell (co-Vice Chair)	Assistant CEO	Policy & Executive	Permanent
Chris Chirgwin (co-Vice Chair)	CIO	Policy & Executive	Permanent
Betsy Schaffer	Auditor-Controller	General Government	Permanent
Kirk Lagerquist	General Services Director	General Government	Permanent
Maria Elena De Guevara	HR Director	General Government	Permanent
Jose Chang	Agricultural Commissioner	Community Resources	Even Year
Lisa Plowman	Planning & Development Director	Community Resources	Odd Year
Joni Maiden	Child Support Services Dir.	Health & Human Services	Even Year
Daniel Nielson	Social Services Director	Health & Human Services	Odd Year
Toni Navarro	Behavioural Wellness Dir.	Health & Human Services	Odd Year
Shawna Jorgensen	Fire CFO	Public Safety	Even Year
Craig Bonner	Undersheriff	Public Safety	Odd Year
Tracy Macuga	Public Defender	Public Safety	Odd Year



## V. Procedures

- **Meeting frequency** – Meetings will be conducted on a monthly basis and as needed for extenuating circumstances.
- **Location** – Meetings will be held via video conference.
- **Time Commitment** – In addition to the scheduled meetings, members can expect to spend 2-3 hours between meetings reviewing related material.
- **Meeting Structure** – The Secretariat or a designee will collect agenda items and circulate agendas in advance of each meeting to ensure informed discussion of scheduled topics.
- **Reporting** – The Chair and Vice Chairs will report on decisions.
- **Documentation of proceedings** – All meetings will have notes of discussions, recommendations, and action items.
- **Voting** – Quorum is over 50% of voting members; one vote per person. Voted items pass by simple majority.
- **Communities of Interest (COI)** – COI's may be established to work on specific projects or topics as needed.
- **Attendance** – Department representatives or alternates who do not attend three meetings in a one-year period will lose representation within their functional group (this includes sub-committees).
- **Membership** – All voting members must be County employees.
- **Support** – ITD will provide administrative support as needed.
- **Emergency Procurement** – In the event of a County declared emergency where timeliness of a procurement or an exception to policy be needed, approval can be granted by review and acceptance from the CISO, CIO/DCIO and CEO's office, without formal EITC approval.

## VI. Decision Domains / Submission Procedures

1. **New IT Projects and Procurements** - Department IT projects and IT procurements exceeding \$50,000 will be presented to the EITC for evaluation of consistency with adopted policies and standards, cybersecurity risks, etc. The EITC will consider whether the initiative should be an Enterprise solution, served to all departments by ITD, or a departmental solution served to one or more departments and owned by the sponsoring department. Project sponsors are required to submit a proposal using an approved online process to adequately represent the proposed solution. This online process will be detailed in a separate document as well as on the County's intranet site for EITC. During the scheduled review of the proposal, the sponsor must be present to provide satisfactory answers to questions from various council members. Follow-up meetings may be requested by the council to address missing or incomplete aspects.

- a. **Inputs** - The following inputs are items required on the proposal that are submitted via an online process to the EITC, which are then reviewed to render a decision.
    - i. Formal Project/Purchase Application
      - 1. Overview – Project name and description are provided.
      - 2. Executive Sponsor – Who is the executive sponsor of the project?
      - 3. Purpose – What will the proposed IT initiative accomplish or deliver?
      - 4. Business Alignment – Explain how your project aligns with the County’s Mission or why the project is required.
      - 5. Target Customers – Who will benefit from implementation of the proposed project?
      - 6. Impact – Will there be impact to other department systems?
      - 7. Compliance – Does the new technology comply with existing policies and standards?
      - 8. Costs
        - a. Estimated one-time costs.
        - b. Estimated on-going sustaining costs.
      - 9. CISO, CIO/DCIO, Procurement, and CEO Budget approval
    - ii. Supplemental Material – Supporting information may be included.
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- b. **Outputs** - The EITC will produce a formal statement on any decision with the following items. The ruling will be determined and provided as follows.
  - i. Approved – A positive ruling will include how best to proceed.
    - 1. ITD Managed – The project will be managed and executed by ITD resources.
    - 2. Department Managed – The project will be managed and executed by the sponsoring department.
    - 3. Co-Managed – The project will be managed and executed by both the sponsoring department and ITD.
  - ii. Denied – If the proposal is denied, the project/purchase will not proceed.
  - iii. Rework – The EITC may request a modification to the proposal or seek additional information or stakeholder review, allowing the sponsor to resubmit after identified issues / questions are resolved.
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- c. **Evaluation Criteria** - The EITC will use the following “County Good” criteria to evaluate proposals.
  - i. How will this proposed project benefit the County?
  - ii. Can this same solution be leveraged by other departments?
  - iii. Will this solution enhance productivity?

- iv. How does this solution impact short-term and long-term costs either directly or indirectly?
- v. Does this solution comply with existing IT Policy?
- vi. Does this solution conform to approved IT Standards?
- vii. Does this solution meet County cybersecurity requirements?

The workflow diagram below illustrates the progression of a new IT project or IT procurement through the EITC process.

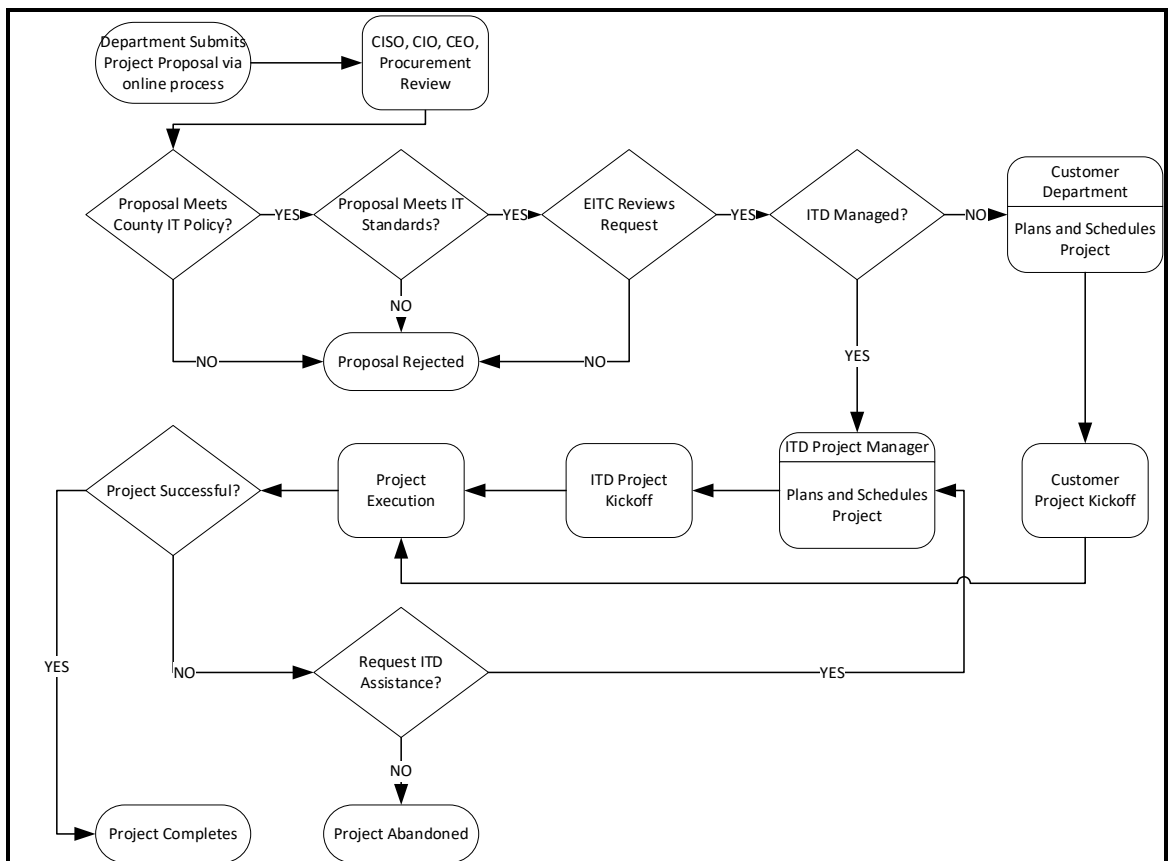


Figure 1: New IT Project/Procurement Workflow

2. **New IT Policies** - Proposed additions or changes to the IT Administrative Manual will be vetted through the Policy Sub-Committee and then submitted to the EITC for approval. The Policy Sub-Committee will have a Chair and co-Chair along with at least one member from each of the five representative functional groups, which include: Policy & Executive, Public Safety, Health & Human Services, Community Resources & Public Facilities and General Government & Support Services. The Chair and co-Chair cannot be from the same department. The following steps are required for submission.

- a. **Inputs** - The following inputs are items required on the proposal that are submitted via approved template to the EITC, which are then reviewed to render a decision.

- i. Recommended Policy – A sponsor will submit the draft policy with a recommendation from the Policy Committee.
- ii. Supplemental Material – Supporting information may be included.
- iii. Statement of Financial Impact (if any)

b. **Outputs** - The EITC will produce a formal statement on any decision with the following items. The ruling will be determined and provided as follows.

- i. Approved – The policy will be added to the IT Administrative Manual, and/or may be sent to the County Board of Supervisors (BOS) to be codified into Board Policy and subsequently added to the IT Administrative Manual.
- ii. Denied – The policy is denied and may be sent back to the sponsor for rework.

c. **Evaluation Criteria** – The EITC will use the following criteria to evaluate proposed IT policies:

- i. Does the proposed policy reduce risk to the County?
- ii. Does the proposed policy meet a regulatory or compliance requirement?
- iii. Does the proposed policy align with an accepted framework or industry best practice?

The workflow diagram below illustrates the progression of a new IT policy through the EITC process.

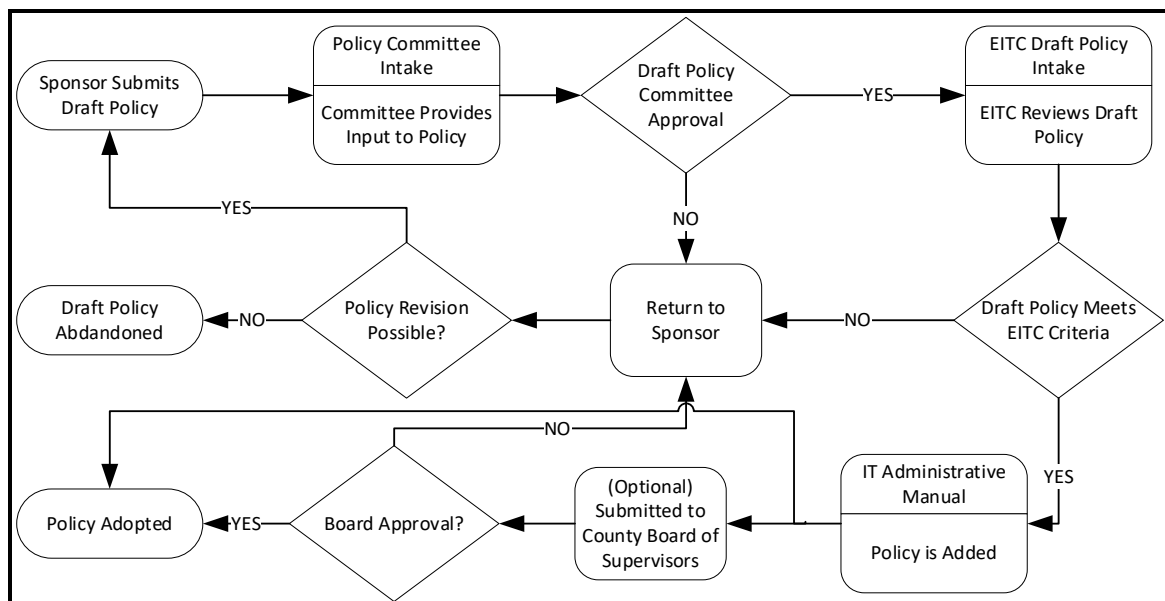


Figure 2 New IT Policy Workflow

3. **New IT Standards** - Proposed additions or changes to the County’s Enterprise Architecture will be vetted through the Standards Sub-Committee and then submitted to the EITC for approval. The Standards Sub-Committee will have a Chair and co-Chair along with at least one member from each of the five representative functional groups. These groups include: Policy & Executive, Public Safety, Health & Human Services, Community Resources & Public Facilities and General Government & Support Services. The Chair and co-Chair cannot be from the same department. The following steps are required for submission
  - a. **Inputs** - The following inputs are items required on the proposal that are submitted via approved template to the EITC, which are then reviewed to render a decision.
    - i. Recommended Standard – A sponsor will submit the draft standard with a recommendation by the Standards Sub-Committee.
    - ii. Supplemental Material – Supporting information may be included.
    - iii. Statement of Financial Impact (if any)
  - b. **Outputs** - The EITC will produce a formal statement on any decision with the following items. The ruling will be determined and provided as follows.
    - i. Approved – The policy will be added to the IT Enterprise Architecture and/or may be sent to the County Board of Supervisors (BOS) to be codified into Board Policy.
    - ii. Denied – The policy is denied and may be sent back to the sponsor for rework.
  - c. **Evaluation Criteria** – The EITC will use the following criteria to evaluate proposed IT policies:
    - i. Is the proposed standard industry recognized?
    - ii. Is the proposed standard interoperable with existing County systems?
    - iii. Will this standard benefit other departments?
    - iv. Will the standard promote economies of scale?
    - v. Will this standard facilitate the integration of future technologies?

The workflow diagram below illustrates the progression of a new IT standard through the EITC process.

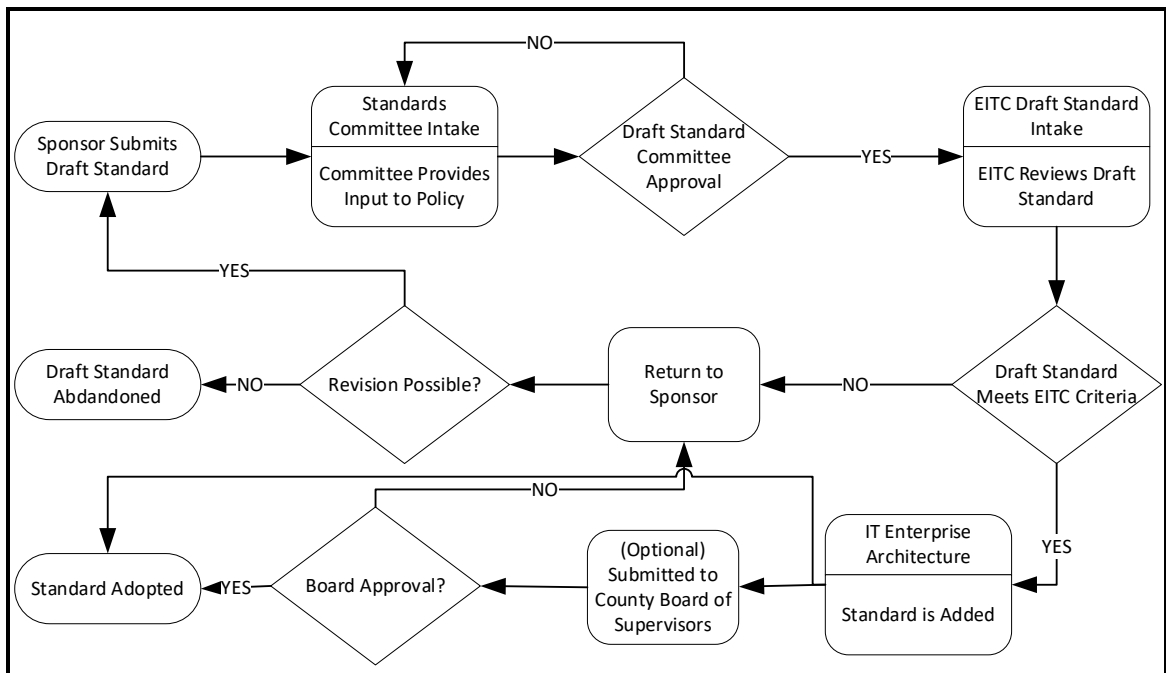


Figure 3 New IT Standard Workflow

4. **New Data Governance** - Proposed additions or changes to the County’s Data Governance will be vetted through the Data Governance Sub-Committee and then submitted to the EITC for approval. The Data Governance Sub-Committee will have a Chair and co-Chair along with at least one member from each of the five representative functional groups which include: Policy & Executive, Public Safety, Health & Human Services, Community Resources & Public Facilities and General Government & Support Services. The Chair and co-Chair cannot be from the same department. Working groups, such as GIS, CJIS, etc., will report to the Data Governance sub-committee.

The following steps are required for submission

- a. **Inputs** - The following inputs are items required on the proposal that are submitted via approved template to the EITC, which are then reviewed to render a decision.
  - i. Recommended Data Governance – A sponsor will submit the draft standard with a recommendation by the Data Governance Sub-Committee.
  - ii. Supplemental Material – Supporting information may be included.
  - iii. Statement of Financial Impact (if any)
- b. **Outputs** - The EITC will produce a formal statement on any decision with the following items. The ruling will be determined and provided as follows.

- i. Approved – The policy will be added to the Countywide Data Governance manual, and/or may be sent to the County Board of Supervisors (BOS) to be codified into Board Policy and subsequently added to the Countywide Data Governance.
  - i. The policy will be sent to the County Board of Supervisors (BOS) to be codified into Board Policy and subsequently added to the Countywide Data Governance.
  - ii. Denied – The policy is denied and may be sent back to the sponsor for rework.
- c. **Evaluation Criteria** – The EITC will use the following criteria to evaluate proposed IT policies:
- i. Is the proposed data governance industry recognized?
  - ii. Is the proposed data governance interoperable with existing County systems?
  - iii. Will this data governance benefit other departments?
  - iv. Will the data governance promote economies of scale?
  - v. Will this data governance facilitate the integration of future technologies?

The workflow diagram below illustrates the progression of a new data governance through the EITC process.

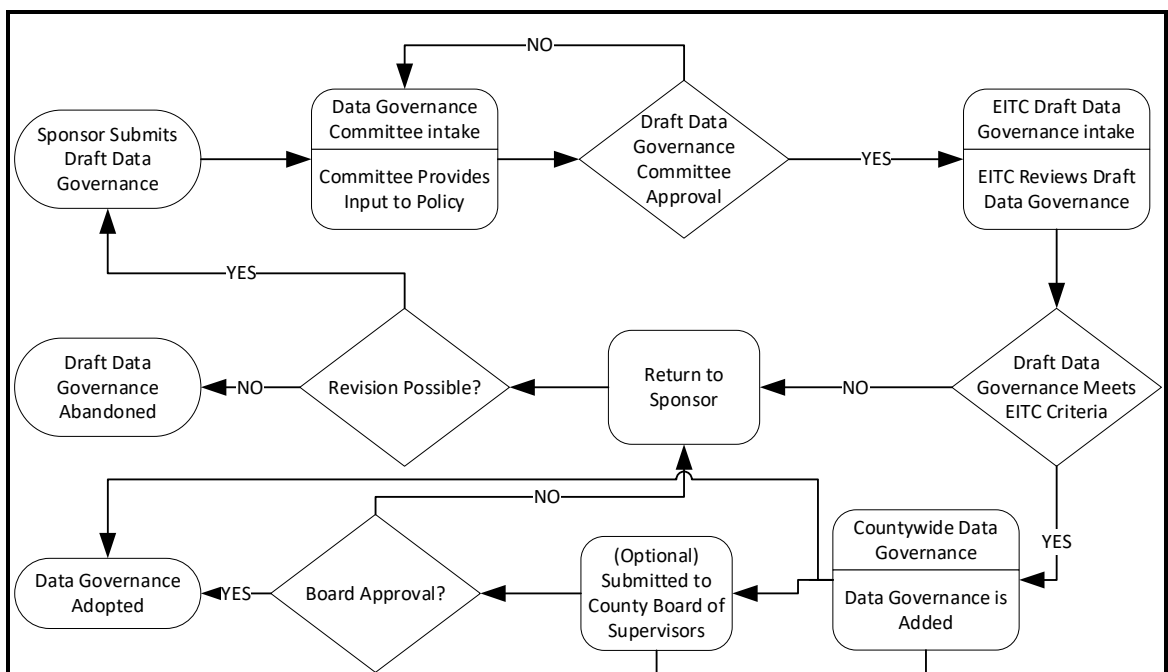


Figure 4 New Data Governance Workflow

## VII. Signature Approvals

Name	Title	Functional Group	Signature	Date
Mona Miyasato (Chair) or designee	CEO	Policy & Executive		
Jeff Frapwell (co- Vice Chair)	Assistant CEO	Policy & Executive		
Chris Chirgwin (co- Vice Chair)	CIO	Policy & Executive		
Betsy Schaffer	Auditor-Controller	General Government		
Kirk Lagerquist	General Services Director	General Government		
Maria Elena De Guevara	HR Director	General Government		
Jose Chang	Agricultural Commissioner	Community Resources		
Lisa Plowman	Planning & Development Director	Community Resources		
Joni Maiden	Child Support Services Director	Health & Human Services		
Daniel Nielson	Social Services Director	Health & Human Services		
Toni Navarro	Behavioral Wellness Director	Health & Human Services		
Shawna Jorgensen	Fire CFO	Public Safety		
Craig Bonner	Undersheriff	Public Safety		
Tracy Macuga	Public Defender	Public Safety		