



Executive Information Technology Council Charter

Version 1.4

AUGUST 28, 2019

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

Contents

Document Version Information.....	1
I. Executive Brief.....	3
II. Charge.....	3
III. Composition	4
IV. Procedures.....	4
V. Decision Domains	5
a) New IT Projects.....	5
Inputs.....	5
Outputs.....	6
Evaluation Criteria	6
b) New IT Policies.....	7
Inputs.....	7
Outputs.....	8
Evaluation Criteria	8
c) New IT Standards.....	9
Inputs.....	9
Outputs.....	9
Evaluation Criteria	9

I. Executive Brief

The Executive Information Technology Council is a standing committee that provides high-level oversight and guidance regarding County IT investment activity. The EITC exists to provide cooperation, collaboration, and consensus-driven advice on information technology investment priorities for the County good. The focus of the EITC will be fiscal management. The EITC will be the senior governing body in the IT Governance model. The Council will make informed decisions regarding the strategic direction for County IT deployment, and recommend the priority sequence and funding levels for new IT initiatives/projects to be undertaken by any IT organization. Another key activity will be to review and recommend which IT activities are best served by the General Services Department and what specialized IT initiatives will remain and become the responsibility of the sponsoring department. In short the Council will make the key IT investment decisions for the County.

II. Charge

To provide the oversight and direction necessary to assure that the County's limited information technology resources are deployed effectively (focused on doing the right things for the County good), and efficiently (doing things right).

The Executive Information Technology Council will review and vote to approve or reject proposals submitted by the Policy Committee, Standards Committee, or any Community of Interest. Any department may submit a proposed initiative as described later in the section titled "Submission Procedures." Communities of Interest may be created to assist in the refinement of an initiative if requested by the EITC. Approved proposals will be submitted to the Santa Barbara County Board of Supervisors for final approval.

The EITC will be responsible for the Countywide IT organizational structure and will, on occasion, make adjustments in the structure to better align resources as technology changes and/or as IT service delivery models necessitate, placing enterprise activities in General Services and specialized activities in the appropriate organizational home.

The Executive Information Technology Council will also evaluate IT investment opportunities from a County-wide perspective for fit within an overall strategic business strategy and mission of the County, and make IT investment recommendations.

As part of the review process of any new IT initiative the EITC will make a determination as to whether the initiative should be an Enterprise solution, served to all departments by General Services Department, or a departmental solution servicing one or more departments and owned by the sponsoring department.

The EITC will be expected to address new IT Initiatives that will cost more than \$50,000 (including labor). These investments will be addressed through the establishment of Communities of Interest.

III. Composition

Name	Title	Department	Roles and Responsibilities
Mona Miyasato	Chief Executive Officer (CEO)	CEO	Chair: Responsible for chairing the council meetings, ensuring objectives of each meeting are achieved.
Jeff Frapwell	Chief Financial Officer (CFO)	CEO	Vice chair: Responsible for acting as the chair in the chair’s absence.
Chris Olive-Jones	Administrative Assistant	General Services	Secretariat: Document management, which includes note taking, publishing of agendas, meeting minutes and meeting coordination.
Tracy Macuga	Public Defender	Public Defender	Voting members: The members that will vote on the proposals brought before the council.
Sol Linver	Undersheriff	Sheriff	
Michael Soderman	Chief Financial & Administrative Officer	District Attorney	
Van Do-Reynoso	Director	Public Health	
Daniel Nielson	Director	Social Services	
Cathy Fisher	Commissioner	Agriculture	
Lisa Plowman	Director	Public Works	
Betsy Schaffer	Auditor	Auditor-Controller	
Maria Elena De Guevara	Director	Human Resources	
Janette Pell	Director	General Services	

IV. Procedures

- **Meeting frequency** – Meetings will be conducted on a quarterly basis and as needed for extenuating circumstances.
- **Location** – Meetings will be held in the Board of Supervisors (BOS) Conference Room on the 4th floor of the County Administrative Building.
- **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 Chair 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 in person or electronically; one vote per person. Voted items pass by simple majority.
- **Communities of Interest (CoIs)** – CoIs may be established to work on specific projects or topics as needed.
- **Attendance** – Department representatives or alternates who do not attend three consecutive meetings will lose representation within their functional group.
- **Support** – The Office of the CEO will provide administrative support as needed by the Chair and Vice Chair.

V. Decision Domains

a) New IT Projects

Department IT projects exceeding \$100,000 (including labor) will be presented to the Executive Information Technology Council for evaluation. The EITC will make a determination as to whether the initiative should be an Enterprise solution, served to all departments by General Services Department, or a departmental solution servicing one or more departments and owned by the sponsoring department.

Project sponsors are required to submit a proposal using an approved template to adequately represent the proposed solution. 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.

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.

- Formal Project Application
 - Overview – Project name and description are provided.
 - Executive Sponsor – Who is the executive sponsor of the project?
 - Purpose – What the proposed IT initiative will accomplish or deliver.
 - Business Alignment – Explain how your project aligns with the County’s Mission or why the project is required.
 - Target Customers – Who will benefit from implementation of the proposed project?
 - Impact – Will there be impact to other department systems?
 - Compliance – Does the new technology comply with existing policies and standards?
 - Costs
 - The estimated one-time costs.

- The estimated on-going sustaining costs.
- Supplemental Material – Supporting information may be included.

Outputs

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

- Approved – A positive ruling will include how best to proceed.
 - ICT Managed – The project will be managed and executed by ICT resources.
 - Department Managed – The project will be managed and executed by the sponsoring department.
 - Co-Managed – The project will be managed by both the sponsoring department and ICT.
- Denied – If the proposal is denied, the project will not proceed.
 - Rework – The EITC may request a modification to the proposal, allowing the sponsor to resubmit after identified issues are resolved.

Evaluation Criteria

The EITC will use the following “County Good” criteria to evaluate proposals.

- How will this proposed project benefit the County?
- Can this same solution be leveraged by other departments?
- Will this solution enhance productivity?
- Will this solution reduce costs?
- Does this solution comply with existing IT Policy?
- Does this solution conform to approved IT Standards?

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

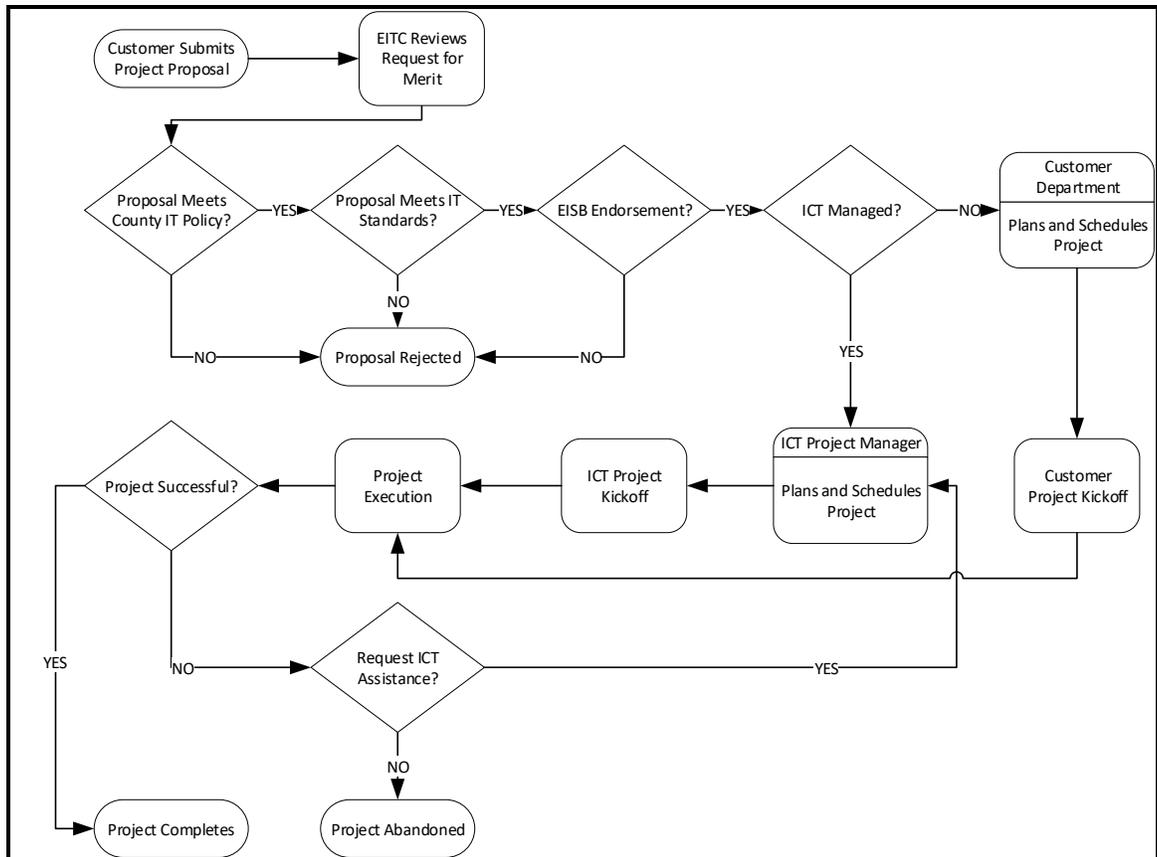


Figure 1: New IT Project Workflow

b) New IT Policies

Proposed additions or changes to the IT Administrative Manual will be vetted through the Policy Committee and then submitted to the EITC for approval. The following steps are required for submission.

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.

- Recommended Policy – A sponsor will submit the draft policy with a recommendation from the Policy Committee.
- Supplemental Material – Supporting information may be included.

Outputs

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

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

Evaluation Criteria

The EITC will use the following criteria to evaluate proposed IT Policies.

- Does the proposed policy reduce risk to the County?
- Does the proposed policy meet a regulatory or compliance requirement?
- 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.

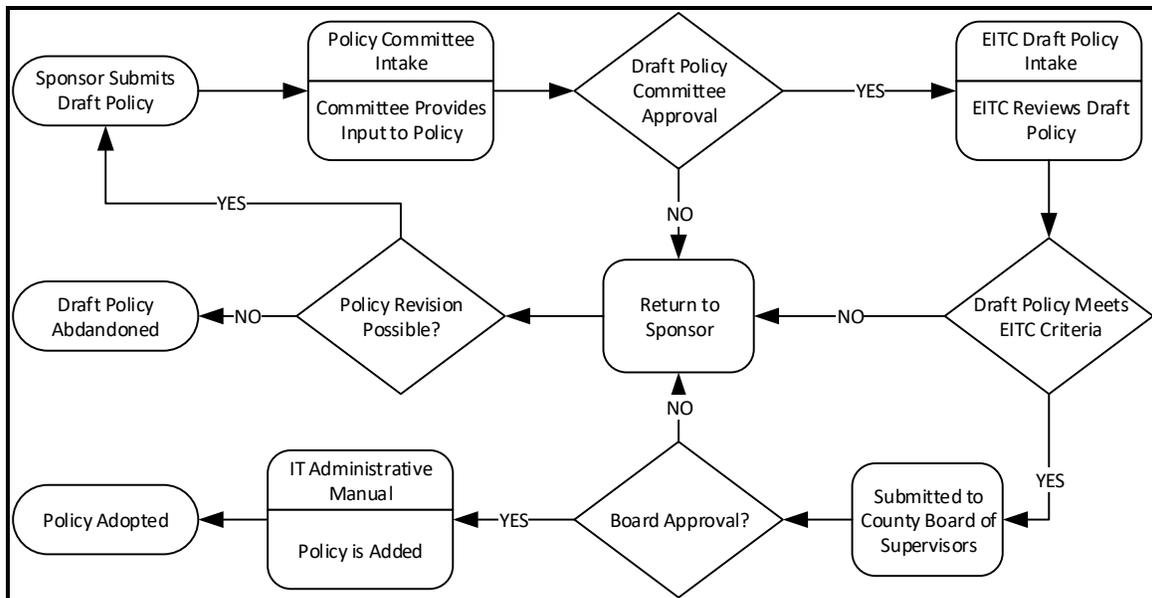


Figure 2 New IT Policy Workflow

c) New IT Standards

Proposed additions or changes to the County's Enterprise Architecture will be vetted through the Standards Committee and then submitted to the EITC for approval. The following steps are required for submission

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.

- Recommended Standard – A sponsor will submit the draft standard with a recommendation by the Standards Committee.
- Supplemental Material – Supporting information may be included.

Outputs

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

- Approved – The policy will be sent to the County Board of Supervisors (BOS) to be codified into Board Policy and subsequently added to the IT Enterprise Architecture.
- Denied – The policy is denied and may be sent back to the sponsor for rework.

Evaluation Criteria

The EITC will use the following criteria to evaluate proposed IT Standards.

- Is the proposed standard industry recognized?
- Is the proposed standard interoperable with existing County systems?
- Will this standard benefit other departments?
- Will the standard promote economies of scale?
- 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.

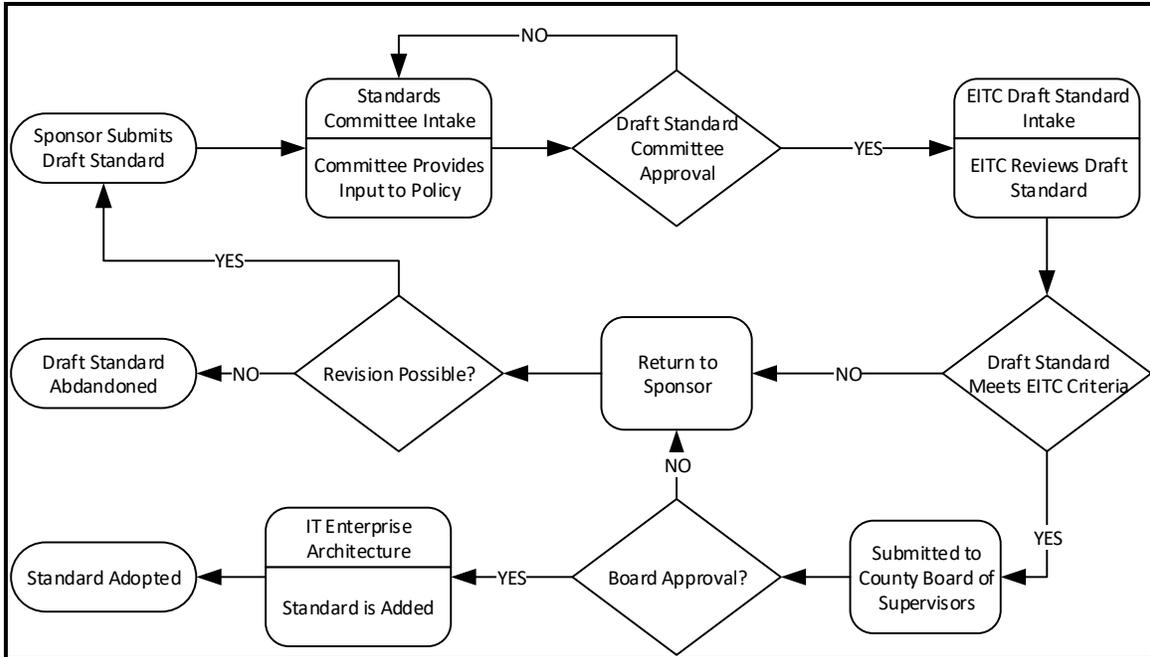


Figure 3 New IT Standard Workflow

VI. Signature Approvals

Name	Title	Department	Signature	Date
Mona Miyasato	Chief Executive Officer (CEO)	CEO		
Jeff Frapwell	Chief Financial Officer (CFO)	CEO		
Tracy Macuga	Public Defender	Public Defender		
Sol Linver	Undersheriff	Sheriff		
Cynthia Gresser	District Attorney	District Attorney		
Van Do-Reynoso	Director	Public Health		
Daniel Nielson	Director	Social Services		
Cathy Fisher	Commissioner	Agriculture		
Scott McGolpin	Director	Public Works		
Theo Fallati	Auditor	Auditor-Controller		
Lori Gentles	Director	Human Resources		
Janette Pell	Director	General Services		