

## **Escambia County Information Technology Governance Council**

### Charter and Guidelines

#### **Authority**

The Information Technology Governance Council (ITGC) is empowered by the County Administrator to establish such policies and procedures as appropriate to enable the ITGC to conduct its business for the benefit of the citizens of Escambia County.

#### **Goals**

1. To ensure the cost effective delivery and performance of Information Technology projects and services and their alignment with the County's strategic themes and direction.
2. To assess technology needs and to provide budget recommendations for Information Technology capital and operating expenses.
3. To adopt Countywide IT standards, policies and practices supporting the integrity of the Escambia County IT architecture, technology personnel and all related resources.

#### **Objectives**

1. Technology Budget – Review business case justification for the annual budgeting of IT operational expenditures and all requested new capital expenditure initiatives.
2. Organizational Direction – Review needs for personnel and information assets and recommend deployment in support of the goals established by the Board of County Commissioners.
3. Standards, Policies and Procedures – Review, suggest, approve, adopt and provide oversight for the areas of project management, systems development, service delivery, personnel management and technical architecture.
4. Committees and Task Forces – Create and charter specific work groups to which ITGC shall delegate responsibilities for identifying business-driven opportunities, conducting technology research, exploiting shared business processes and technology and providing recommendations to the ITGC.
5. Security and Privacy – Establish guidelines and standards for the protection of information from unauthorized access to ensure appropriate levels of confidentiality for citizens, businesses, and employees.
6. Issue Resolution – Provide a forum for the review and resolution of current technology issues and the amendment of policies or practices previously established.

#### **Operating Principles**

1. The ITGC decision-making will be driven by the business needs to the County and by the availability of resources.
2. ITGC decisions shall be reached through consensus. Consensus is defined as achievement of full support for a decision after a complete airing of differing viewpoints.
3. Based on customer business needs, the ITGC will work with customers to proactively identify and evaluate new technologies and services that best address those needs.
4. The ITGC will ensure that new system development or implementation is accompanied by resource planning for project management, staffing, maintenance, support and related change management efforts.

5. The ITGC will develop an exemption process to provide the opportunity for non-standard technology solutions to be considered and implemented.

### **Membership**

The ITGC will consist of 8 members, one senior-level business manager from the County Administrator's staff and each Bureau and the Information Technology Manager. The Information Technology Manager shall be a permanent non-voting member. The bureau representatives shall rotate every 12 months. A meeting quorum of 5 members is required to conduct a meeting; however, a decision quorum of all 7 voting members is required for final decision-making. All members are expected to attend meetings rather than sending a representative and are expected to make every reasonable effort to attend meetings in which decisions are planned.

### **Chairman**

The ITGC Chairman shall be elected at the first meeting of each 12 month term, from among the membership and by the membership.

### **Meetings**

The ITGC shall determine a meeting schedule at the first meeting of each 12 month term. The Chairman will distribute an agenda prior to each meeting and shall designate the duty of recording the minutes of each meeting and the minutes will be posted on the County Intranet with 5 days after the meeting.

### **Task Forces/Committees**

The ITGC may appoint Task Forces as ad hoc committees to pursue specific objectives, within a specific time frame, with a clearly defined work product. The resulting work product will provide the basis for the ITGC decision-making, strategies, policies, initiatives and other elements needed to effectively govern IT for the County. Upon completion of the final work product the Task Force will be disbanded. Standing Technology Committees may be appointed at the recommendation of the IT Manager and with the concurrence of the ITGC. Participation on a Technology Committee is not limited to IT staff members.

### **Communities of Interest**

The ITGC will create Communities of Interest to drive major bureau and cross-bureau IT initiatives and coordinate with the Action Teams.