

BUSINESS MANAGEMENT COUNCIL CHARTER

Purpose: This charter establishes the roles, membership and procedures for the Business Management Council (BMC).

Role The Business Management Council will:

- Adopt, support, and promote initiatives discussed at BMC meetings.
- Brief agencies' leadership and staff on meeting discussions and decisions.
- Contribute to the development of countywide IT strategies.
- Discuss individual agency's strategy, plans, investments, and solutions for alignment with the County's strategies and directions.
- Consider needs and benefits of the County as a whole and influence their agency alignment with those needs and benefits.
- Ensure that countywide IT strategies are incorporated into agency plans. Participate in and promote open discussions of issues and concerns.
- Advise CIO and provide critical feedback on technology strategies, policies and solution planning, selection, and implementation of countywide initiatives as they pertain to both the needs of the County and individual agencies.
- Identify sponsorship, validate the value proposition, assess the risk, and identify funding priorities of their agency's technology initiatives for business operational efficiency.
- Review and provide recommendations for implementing information technology standards, policies and guidelines;

Membership: The Business Management Council will consist of one Deputy Director – Operations Cabinet Member, or one focal person for business plans and initiatives from each county agency, as designated by agency leadership.

Leadership: The Chief Information Officer of King County will be the chairperson and final decision maker. The Deputy Chair will be designated by the Chief Information Officer, and will assume the Chairperson's duties in the event of an absence, leave from office or resignation.

Operating Assumptions and Procedures:

1. The members as described above will attend whenever possible. If not available to attend a meeting, the members will designate a substitute to attend for them so that all agencies are represented at every meeting.

2. The Chief Information Officer will make decisions on strategies, recommending information technology proposals for funding, and standards, policies and guidelines for implementation with input from the council.
3. Meetings will be scheduled monthly. Joint Business Management Council (BMC) and Technology Management Board (TMB) meetings will be held as needed. Agenda topics should be submitted to the KCIT IT Governance Manager prior to each meeting.
4. Agenda topics are proposed by an Agenda Setting Committee. The final meeting agenda will be approved by the Chief Information Officer. Proposed agenda topics not included in the final agenda will be proposed for upcoming meetings.
5. Agenda Setting Committee will consist of three to five BMC representatives on a six-months rotating schedule and the IT Governance Manager. Documents for review will be distributed via e-mail one week before the meeting. Members will review prior to the meeting and prepare for discussion.
6. At the meeting, the members will provide their advice and feedback on discussed topics. Minutes will be distributed to all board members with the next meeting's agenda.
7. Subject area experts will be invited to the meetings as required.
8. Issues will be tracked and updates reported to the KCIT IT Governance Manager.

Included as a reference is an excerpt from King County Code that defines BMC:

2.16.07583 Business management council.

A. The business management council is hereby created. The council shall act in an advisory capacity to the county's chief information officer in carrying out duties related to developing short-term, mid-term and strategic objectives for information technology countywide, in recommending information technology proposals for funding and in developing standards, policies and guidelines for implementation. The members shall be the King County chief information officer and agency deputy directors or business managers designated by each agency's director, familiar with that agency's business and operations and having authority to commit resources and speak with the authority of the department when participating in business management council meetings.

B. The business management council shall:

1. Review information technology proposals made by individual members, groups of members or ad hoc committees;
2. Assess short-term, mid-term strategic value and risk of information technology proposals;
3. Assess alignment of information technology proposals with agency business plans, agency technology plans and adopted strategic objectives;
4. Recommend information technology proposals for funding and for inclusion in the technology business plan and the information technology strategic plan;
5. Review and provide recommendations for implementing information technology standards, policies and guidelines;
6. Review and provide recommendations for finalizing the technology business plan; and
7. Review operations management issues as needed.

C. The King County chief information officer shall serve as the chair of the business management council and shall designate a vice-chair as needed.

D. The chief information officer may convene such additional ad hoc committees as are determined to be necessary for the business management council to focus on specific topics or to address the needs of a logical group of agencies. These committees shall review topics and report findings to the chief information officer and the business management council.

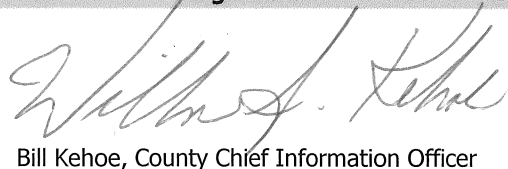
E. Formal votes shall be taken and recorded on all recommendations and endorsements. Meeting minutes shall formally record issues and concerns raised by members for consideration by the chief information officer.

F. Members of the business management council shall serve without compensation. (Ord. 15559 § 9, 2006: Ord. 14155 § 3, 2001).

Business Management Council Charter Signature Page:

| Organization | Signature | Date |
|--------------|-----------|------|
|--------------|-----------|------|

King County Chief Information Officer:



Bill Kehoe, County Chief Information Officer

For Department of Adult and Juvenile
Detention:

Steven Larsen, Chief of Administration


For Department of Assessments:



MAX TRE
Max Tre, Chief Deputy Assessor

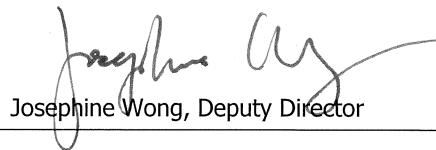
6/30/15

For Office of Performance, Strategy &
Budget:



Helene Ellickson, Budget Manager

For Department of Community & Human
Services:

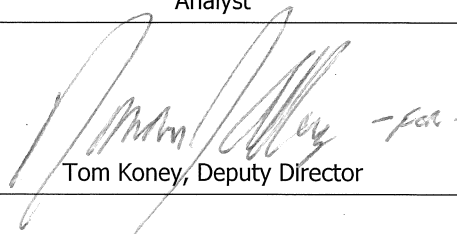


Josephine Wong, Deputy Director

For King County Council:

Jennifer Giambattista, Principal Legislative
Analyst

For Dept. of Executive Services:



Tom Koney, Deputy Director

For Development & Environmental Services:












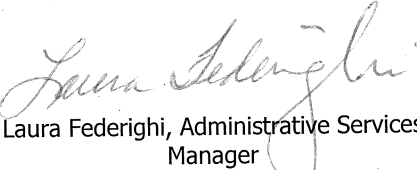
John Backman, Special Project Manager

6/26/15

For District Court:



Othniel Palomino, Chief Administrative Officer

| Organization | Signature | Date |
|--|--|---------|
| For Department of Elections: |  Nathan Valderas, Admin. Services Manager | 7/28/15 |
| For Department of Judicial Administration: |  Teresa Bailey, Deputy Director | 6/23/15 |
| For Department of Natural Resources: |  John Bodoia, Chief Financial Officer | 6/23/15 |
| For Department of King County Information Technology – Enterprise: |  Christine Chou, Chief Financial Officer | 6/22/15 |
| For Department of Public Defense: |  Lorinda Youngcourt, Director | 6/23/15 |
| For Department of Public Health: |  Michael Gedeon, Chief Administrative Officer | 7/20/15 |
| For Prosecuting Attorney: |  Kassie Tadsen, Case Management and Strategic Program Manager | |
| For Sheriff's Office: |  Robin Fenton, Chief Public Safety | |
| For Superior Court: |  Linda Ridge, Deputy Chief Administrative Officer | |
| For Department of Transportation: |  Laura Federighi, Administrative Services Manager | |