KING COUNTY
TECHNOLOGY MANAGEMENT BOARD
CHARTER

Purpose: This charter establishes the roles, membership and procedures for the King County Technology Management Board (TMB).

Responsibility: The King County Technology Management Board will:

- Partner in leading individual agencies in enabling King County to execute on its operational and strategic goals and achieve targeted business outcomes – through TMB meetings and discussion.
- Contribute to the development of countywide IT strategies.
- Discuss individual agency's IT strategy, plans, investments, and systems for alignment with the County's strategies and directions.
- In an effort to support King County strategies, consider incorporating countywide IT strategies into agency business and/or technology plans.
- Provide feedback and input to the Chief Information Officer on technology issues.
- Participate and foster relationship of trust and open discussion of issues and concerns.
- Consider needs and benefits of the County as a whole and influence agency they support regarding contributing and aligning with those needs and benefits.
- Advise and provide critical feedback on solution planning, selection and implementation of countywide initiatives as it pertains to both the needs of the County and individual agencies.
- Adopt, support and promote initiatives discussed at TMB meetings.
- Brief agencies' leadership and staff on meeting discussions and decisions.

Membership: The Technology Management Board will consist of one IT director/manager or one focal person for technology plans and initiatives from each County agency, as designated by agency leadership.

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

Operating Assumptions and Procedures:

1. The Chief Information Officer will make decisions on policies, standards, and architectures with input from the Board.

2. Meetings will be held monthly. Joint Business Management Council (BMC) and TMB meetings will be held as needed.

3. 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.

4. Agenda topics should be submitted to the KCIT IT Governance Manager prior to each meeting.

5. Agenda topics are proposed by an Agenda Setting Committee and approved by the Chief Information Officer.

6. Agenda Setting Committee will consist of three to five TMB representatives on a six-months rotating schedule and the IT Governance Manager.

7. 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.

8. Minutes will be distributed to all Board members with the next meeting's agenda.

9. Subject area experts will be invited to the meetings as required.

10. Issues will be tracked and updates reported to the KCIT IT Governance Manager.

King County Code Excerpt:

2.16.07584 Technology management board.

A. The technology management board is hereby created. The board shall act in an advisory capacity to the county's chief information officer on technical issues including policies and standards for information security, applications, infrastructure and data management. The members shall be: the King County chief information officer and agency information technology directors or managers designated by each agency's director and familiar with that agency's technology needs and operations.

B. The technology management board shall:

1. Review the strategic objectives recommended by the strategic advisory council and assess issues related to the ability of the technology infrastructure to support them;

2. Review the business objectives and information technology proposals recommended by the business management council and assess issues related to compliance with the county's technology standards and policies and the impact to the technology infrastructure required to support them;

3. Develop or review information technology program proposals that support the strategic and business objectives of the county;

4. Develop or review technology program proposals that promote the efficient operation and management of technology infrastructure, applications and data;

5. Recommend technology program proposals for funding and for inclusion in the technology business plan and the information technology strategic plan;

6. Review and provide recommendations for finalizing the King County technology business plan; and

7. Develop or review and recommend standards, policies and guidelines for infrastructure, applications deployment, data management and privacy and security.
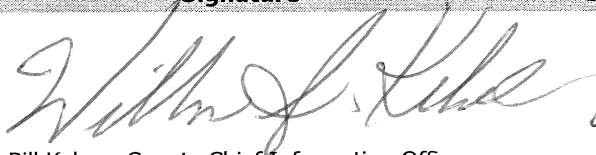
C. The King County chief information officer shall serve as the chair of the technology management board and shall designate a vice-chair as needed.
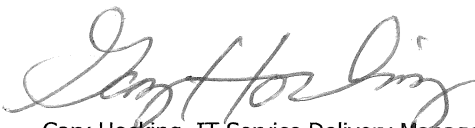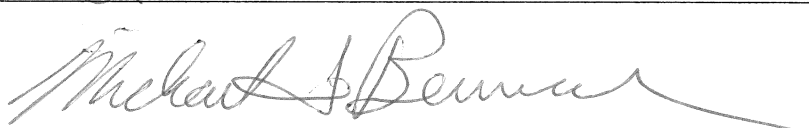
D. The chief information officer may convene such ad hoc committees as are determined to be necessary for the technology management board to focus on specific topics or issues. These committees shall review topics and report back findings to the chief information officer and the technology management board.
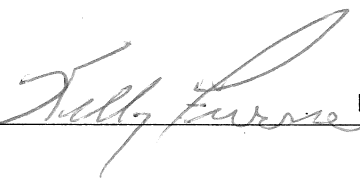
E. Meeting minutes shall formally record issues and concerns raised by members for consideration by the chief information officer.

F. Members of the technology management board shall serve without compensation. (Ord. 17488 § 4, 2012: Ord. 15559 § 10, 2006: Ord. 14155 § 4, 2001).

Technology Management Board Charter Signature Page:

Organization	Signature	Date
King County Chief Information Officer:	Bill Kehoe, County Chief Information Officer	9/9/14
For Department of Adult and Juvenile Detention:	Mike Holland, IT Service Delivery Manager	9/9/14
For Department of Assessments:	Hoang Nguyen, Division Director	9/9/14
For Office of Performance, Strategy & Budget:	Jim Walsh, Section Manager	9/9/14
Department of Community & Human Services:	Diep Nguyen, IT Service Delivery Manager	9/9/14
For King County Council:	Janine Weihe, Admin Services Supervisor	9/9/14
For Dept. of Executive Services:	Margaret Brownell, IT Service Delivery Manager	9/12/14
For Development & Environmental Services:	John Backman, Special Project Manager	9/9/14
For District Court:	Enrique Kuttemplon, IT Service Delivery Director	9/9/14
For Department of Elections:	Dale Hartman, IT Service Delivery Manager	9/9/14

Organization	Signature	Date
For Department of Judicial Administration:	Stephen Bell, Technology Services Manager	9/9/14
For Department of Natural Resources:	Gary Hocking, IT Service Delivery Manager	9/10/14
For Department of King County Information Technology – Enterprise:	Trever Esko, IT Project Director	9/9/14
For Department of Public Defense:	Mary Jane Ferguson, Project/Program Manager	9/9/14
For Department of Public Health:	Lisa Hillman, IT Service Delivery Manager	9/9/14
For Prosecuting Attorney:	Rex Goulding, IT Manager	9/9/14
For Sheriff's Office:	Kelly Furner, Technology Manager	9/9/14
For Superior Court:	Lea Ennis, IT Director	9/9/14
For Department of Transportation:	Mike Berman, IT Service Delivery Manager	9/9/14