

# Information Technology Leadership Council (ITLC) Charter

## Mission

To provide leadership in the development and implementation of Idaho's Information Technology Strategic Plan Goals. Those goals are:

1. Improve delivery and accessibility of government services and information.
2. Manage IT and information from the perspective of state government as a whole.
3. Safeguard the privacy and security (confidentiality, integrity, and availability) of information.
4. Promote collaborative relationships among all entities, public and private.
5. Seek improvement in all aspects of information technologies and services.

## Responsibility/Authority

1. Implement the duties and responsibilities delegated by the Idaho Technology Authority (ITA) under I.C. 67-833.
2. Develop and recommend policies for approval by ITA.
  - Monitor and report on compliance with approved policies.
3. Create and approve technology standards and guidelines.
  - The ITLC has the authority to waive standards and guidelines.
4. Review and approve large-scale technology projects.
  - Maintain a portfolio of active and projected IT projects.
5. Provide operational oversight of enterprise utility services offered to state organizations as part of the federated model.
  - Develop & monitor quality and customer service metrics.
  - Strive for the highest levels of quality, reliability and customer service as available resources allow.
  - Recommend process changes based on monitoring of metrics to achieve performance improvement.
  - Develop and recommend rates for services to be approved by ITA.
  - Review and approve service level agreements.
  - Mediate disputes or appeals between agencies and service providers.
  - Report to stakeholders on performance and status of services.
6. Plan for enterprise services focusing on innovation, improving service and cost savings.
  - Plan, prioritize and track statewide initiatives; identify lead agency.
  - Review and evaluate progress of past initiatives.
7. Perform other duties authorized or assigned by relevant authority.
8. Report to ITA as required.
9. Develop, implement and refine a cooperative process for state agency IT Governance based upon a federated model.
10. Provide a forum to advocate and recommend to ITA adequate budgeting of collaborative projects and consolidation efforts.

## Council Organization

### Membership

The council will consist of, but not be limited to, a representative from each of the following permanent member agencies: Governor's Office of Information Technology Services (ITS), Department of Labor, State

Controller's Office, Department of Health & Welfare, Tax Commission, Department of Transportation, Department of Correction, Department of Insurance, Fish & Game, State Department of Education, Department of Lands, Parks and Recreation, a representative from the Health Districts, Idaho Military Division, Idaho State Police, Idaho State Liquor Division and State Supreme Court.

Agencies representatives are appointed by the respective agency director. In performing duties as members of the committee, agency representatives must bear in mind the needs of their agency, the needs of the state overall and the overarching responsibility to be good stewards of public funds.

The ITS staff will provide administrative support to the council.

### **Chairman**

A Chairman and Vice Chairman shall be nominated by the ITLC for approval by ITA. The Chairman and Vice Chairman will serve two-year terms, to correspond with the fiscal year. The expectation is that the Chairman will serve a single term. In the event of a mid-year vacancy, the council may nominate candidates, for ITA approval, to fill vacancies in the Chair and Vice Chair positions until the next scheduled election.

- **Chairman Responsibilities**

- The Chairman will be responsible, with help and support from the ITS staff, for scheduling and conducting meetings, setting agendas, and reporting to ITA.
- The Chairman may create Technical Work Groups (TWGs) that will be responsible for development of standards, guidelines, project approval etc.
- The Chairman may appoint committees to plan and facilitate the implementation of the Idaho IT Strategic Plan's goals and objectives or to oversee specific responsibilities, such as enterprise utility and shared services.
- Provide reports to ITA on implementation of the State IT Strategic Plan and other relevant projects

- **Vice Chairman Responsibilities**

- Conducting council business in the absence of the Chairman.
- Working with agencies to develop and provide routine performance metrics for enterprise utility and shared services to the ITLC for its review.

### **Meeting Schedule**

The council shall meet no less frequently than bi-monthly but may meet more often as determined by the Chairman. Meeting minutes will be recorded and published in accordance with open meeting laws.

### **Approvals**

Recommendations, resolutions and decisions of the committee will be approved by majority vote of the members present at any scheduled meetings, or special meetings called by the Chairman. A quorum (half the membership) of the council is required to conduct council business. Only appointed members of the council may vote. Designees may attend meetings and participate in the absence of the appointed member, but do not have voting rights.

No member of the IT Leadership Council may vote on any matter before the council in which he/she has any substantial private ownership, employment, fiduciary, contractual, consultative, creditor or directly competitive relationship, and any such relationship shall be made publicly known.

### **Effective Date**

April 20, 2021	Updated membership to remove the Idaho Industrial Commission as a permanent member (IT support for IIC now under ITS)
May 29, 2020	Updated membership to remove the Department of Water Resources as a permanent member (IT support for IDWR now under ITS)

July 1, 2019	Updated membership to remove the Division of Vocational Rehabilitation as a permanent member (IT support for DVR now under ITS)
August 29, 2018	Updated statutory authority reference for ITA; updated to replace membership of Dept. of Administration with the Governor's Office of Information Technology Services (ITS) as a permanent member
May 9, 2017	Revised language for Goal #3 approved by ITA
December 15, 2015	Idaho Division of Liquor added to permanent member agencies
August 19, 2014	State Supreme Court added to permanent member agencies as of August 19, 2014
May 13, 2011	IT Leadership Council was formed by approval of ITRMC as of May 13, 2011 (ITRMC replaced by the ITA effective July 1, 2013)