



# State of Hawai'i



*Office of Information Management & Technology*

## Draft IT Steering Committee Charter

December 2011  
Pre-Release Version 0.9

THIS PAGE INTENTIONALLY LEFT BLANK

# **DRAFT**

## **IT STEERING COMMITTEE CHARTER**

### ***I. PURPOSE***

Act 200, Session Laws of Hawaii 2010, established the Information Technology Steering Committee to assist the Chief Information Officer in executing his responsibilities. The Act, as amended by Act 84 of 2011, reads as follows:

There is established an information technology steering committee to assist the chief information officer in developing the State's information technology standards and policies, including but not limited to:

- 1) Assisting the chief information officer in developing and implementing the state information technology strategic plans;
- 2) Assessing executive branch departments' progress in meeting the objectives defined in the state information technology strategic plans and identifying best practices for shared or consolidated services;
- 3) Ensuring technology projects are selected based on their potential impact and risk to the State, as well as their strategic value;
- 4) Ensuring that executive branch departments maintain sufficient tools to assess the value and benefits of technology initiatives;
- 5) Assisting the chief information officer in developing state information technology standards and policies; and
- 6) Clarifying the roles, responsibilities, and authority of the information and communication services division, specifically as it relates to its statewide duties.

The members of the information technology steering committee shall be appointed in equal number by the senate president and speaker of the house of representatives, respectively, and shall include representatives from executive branch departments, including large user agencies such as the department of education and the University of Hawaii; the judiciary; the legislature; and private individuals. The chief information officer shall serve as the chair of the committee and shall ensure that the committee is evaluated periodically.

### ***II. MEMBERSHIP***

#### ***A. Voting Members***

The members of the IT Steering Committee, as appointed by the Legislature, are as follows:

- Sanjeev “Sonny” Bhagowalia, CIO
- David Lassner
- Gordon Bruce
- Liane Moriyama
- David Keane

### ***III. ROLES AND RESPONSIBILITIES***

The responsibilities of the ITSC are as indicated by the Hawaii Revised Statutes.

## **IV. METHODS AND PROCEDURES**

### **A. Meetings**

The ITSC shall meet ~~at least once per quarter~~monthly, typically in the last month of each quarter, and as often as necessary to accomplish its purpose. Agendas will be distributed electronically to the ITSC membership prior to the date of the meeting.

Meetings will be scheduled for ~~1.5~~ hours.

### **B. Meeting Ground Rules**

The Chair presides over the meetings. The ITSC is advisory in nature, and so may provide the CIO with advice, insight, and recommendations on any topic related to information technology standards and practices.

### **D. Meeting Minutes**

The OIMT Staff will prepare and distribute the draft meeting minutes to the membership electronically. Members may provide comments or corrections in the minutes for a two week period after the draft minutes have been distributed. The final minutes will be distributed to the membership again and stored as permanent records for internal viewing and possible distribution to oversight authorities upon request without further approval by the ITSC.

### **E. Communication**

Meeting invitations, agendas, review documents, and other notices will be distributed by the Chair via email to each member unless other means are requested by individual members. Additionally, agendas, review documents, and final meeting minutes will be posted to the OIMT collaboration site.

### **F. Sunshine Law**

As a general statement, the Sunshine Law applies to all state and county boards, commissions, authorities, task forces, and committees that have supervision, control, jurisdiction, or advisory power over a specific matter and are created by the State Constitution, statute, county charter, rule, executive order, or some similar official act.

A committee or other subgroup of a board that is subject to the Sunshine Law is also considered to be a "board" for purposes of the Sunshine Law and must comply with the statute's requirements.