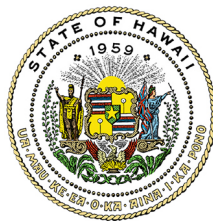# State of Hawai'i

ETS
OFFICE OF ENTERPRISE
TECHNOLOGY SERVICES

IT Steering Committee Charter

February 2017
ADOPTED

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IT STEERING COMMITTEE CHARTER

I. PURPOSE

Act 200, Session Laws of Hawaiʻi (SLH) 2010, established the Information Technology Steering Committee to assist the Chief Information Officer in executing his responsibilities. The Act, as amended by Act 84, SLH 2011, and codified into law as Hawaiʻi Revised Statutes (HRS) section 27-43, 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 office of enterprise technology services, specifically as it relates to its statewide duties.

II. MEMBERSHIP

The committee shall consist of eleven members, with four members to be appointed by the Senate President, four members to be appointed by the Speaker of the House of Representatives, one member to be appointed by the Chief Justice, and one member to be appointed by the Governor, and shall include representatives from executive branch departments, including large user agencies such as the Department of Education and the University of Hawaiʻi; 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.

III. ROLES AND RESPONSIBILITIES

The responsibilities of the committee are as indicated by HRS section 27-43.

IV. METHODS AND PROCEDURES

A. Meetings

The committee shall meet quarterly and as often as necessary to accomplish its purpose. Agendas will be distributed electronically to the committee 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 committee is advisory in nature, and so may provide the Chief Information Officer with advice, insight, and recommendations on any topic related to information technology standards and practices.

D. Meeting Minutes

Office of Enterprise Technology Services 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 committee.

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.

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.