

# CalACES Project Steering Committee Charter

**Project Name:** CalACES Consortium

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## **A Purpose of the Steering Committee**

### **Primary Functions**

The CalACES Steering Committee serves at the request of the CalACES Joint Powers Authority Board of Directors and provides a stabilizing influence so organizational concepts and directions are established and maintained with a visionary view. The Steering Committee provides insight on long-term strategies in support of legislative mandates and the JPA strategic priorities. Members of the Steering Committee ensure business objectives are being adequately addressed and the project remains under close guidance. In practice, these responsibilities are carried out by:

- Meeting to obtain project status updates
- Monitoring and review of the project at regular Steering Committee meetings;
- Reviewing and resolving outstanding escalated issues
- Provide feedback and insight regarding the direction of the Cal ACES Consortium which includes:
  - LRS Maintenance and Operations (M&O)
  - C-IV Maintenance and Operations (M&O)
  - CalACES Migration D&I, and
  - CalACES M&O procurement efforts

### **Approval Responsibilities**

The Steering Committee is responsible for approving major project elements such as:

- Prioritization of project objectives and outcomes as identified by the JPA strategic priorities, state stakeholder initiatives or escalated committee priorities;
- Release schedule;
- Risk management strategies, ensuring that strategies to address potential risks to the project's success have been identified, estimated and approved, and that the risks are regularly re-assessed.

## **B Steering Committee**

### **Membership**

There are eleven members on the PSC. These PSC members are nominated by the CalACES regions and approved by the JPA Board of Directors to serve for a one (1) year term beginning each year in July. A PSC member is at an executive level within the county has immediate access to the County Welfare Director and is empowered to make executive level decisions.

Additional regular participants include Project management staff, Regional Project Managers, Vendor staff, and state staff.

### **Role of a Steering Committee member**

It is intended that the Steering Committee leverage the expertise and insight of key individuals from the Regions. Steering Committee members are not directly responsible for managing project activities, but provide support and guidance for those who do. Thus, individually, Steering Committee members should:

- Understand the strategic implications and outcomes of initiatives being pursued through project outputs;
- Value the significance of the project for some or all major stakeholders and represent their interests;
- Be genuinely interested in the initiative and be an advocate for broad support for the outcomes being pursued in the project;

In practice, this means that they:

- Review the status of the project;
- Help ensure the project's outputs meet the requirements of the business owners and key stakeholders;
- Help balance conflicting priorities and resources;
- Provide guidance to the project team and users of the project's outputs;
- Consider ideas and issues raised;
- Foster positive communication within the regions and between the regions and Project; facilitating resolutions as needed.
- Report on project progress to those responsible at a high level, such as agency executive management.

## **C Regional Project Manager (RPM) Support**

The Regional Project Manager works with the region's county or counties on a regular basis and is able to provide input to the PSC member regarding county status, concerns and achievements. The RPM may do the following in working with the PSC Regional Member:

- Review PSC, JPA General Membership and Strategic Retreat Agenda Items as needed; offer to provide background information/context
- Offer to assist with preparation of the Regional Update at PSC; RPM will cover report out if PSC member is absent
- Coordinate with PSC on RCM/WM selections

- Coordinate with PSC on Regional Meeting (RM) or Regional Management Site Visit logistics/topics
- Inform PSC member of escalations within the Project or the Region or a County within the Region, as appropriate for potential action or discussion at a future PSC meeting
- Discuss activities or policy changes that may be challenging to the Region and develop a communication plan for the activities/changes

## **D Steering Committee Meetings**

### **Meeting Schedule and Process**

The PSC typically meets monthly on the third Thursday. In-person meetings are preferred with most meetings held at the C-IV Project site (with a conference call available as needed), with periodic meetings held at the LRS Project site. The meeting schedule is finalized during the last meeting of the calendar year, for the upcoming year.

### **Meeting Agenda**

The PSC agenda is created by the Project Director(s) with input from the Project Management teams and PSC members. The agenda and attachments are sent electronically to PSC members one week prior to the scheduled meeting date. The agenda is posted 72 hours prior to the meeting as required by the Brown Act. The PSC follows Brown Act requirements and a quorum of regional representatives matching the JPA quorum structure is required.

#### **Quorum**

- A minimum of six PSC members from Regions 1-8
- Must include two members from Region 8 and two members from Regions 1 -7

Should quorum not be reached, the meeting will consist of informational items; however, no voting will take place.

## **E Voting Structure**

The California Automated Consortium Eligibility System Joint Powers Authority (CalACES JPA) structure and bylaws created a new 11-member board, which retains the existing seven Regions and adds Los Angeles County as Region 8, with four voting members.

The Project Steering Committee voting structure will align with the CalACES JPA voting structure, in that the PSC can approve a motion by receiving at least six affirmative votes, which must include at least two affirmative votes from Regions 1 – 7 and two affirmative votes from Region 8.

If there is a need for escalation to resolve an issue, the item can be referred the JPA for further review and resolution.