

CalSAWS Project Steering Committee Charter

Project Name: CalSAWS Consortium
Prepared By: Project Steering Committee (PSC)
Date: January 13, 2020

A. Purpose of the Steering Committee

Summary

The CalSAWS Steering Committee serves at the request of the CalSAWS Joint Powers Authority Board of Directors (JPA). It provides a stabilizing influence so organizational concepts and directions are established and maintained with a visionary view. This document outlines the PSC's role and responsibility in the CalSAWS governance structure.

The PSC provides insight on long-term strategies in support of legislative mandates and the JPA strategic priorities, including providing support to the CalSAWS Project as an escalation body for those issues which cannot be resolved at a lower committee or project level

Members of the PSC 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 reviewing the project at regular PSC meetings;
- Reviewing and resolving outstanding escalated issues;
- Providing feedback and insight regarding the direction of the CalSAWS Consortium, which includes:
 - LRS Maintenance and Enhancements (M&E),
 - C-IV Maintenance and Operations (M&O),
 - CalWIN Maintenance and Operations (M&O),
 - CalSAWS Migration Design, Development, and Implementation (DD&I), and
 - CalSAWS M&O procurement efforts.

In addition to any duties assigned by the JPA, the PSC shall meet with the Consortium's Executive Director and Consortium staff for Consortium status updates, to review and resolve outstanding Consortium issues and to provide feedback and insight regarding the direction of the Consortium. The PSC shall also coordinate and communicate with the Members to ensure work products reflect a consolidated business approach, represent Member views in policy discussions that impact business practices, and serve as advisors and oversight for Consortium staff.

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Approval Responsibilities

The PSC is responsible for approving major Project elements such as:

- Prioritization of Project objectives and outcomes as identified by the JPA strategic priorities, self-identified strategic priorities such as a data retention policy, state stakeholder initiatives, or escalated committee priorities;
- Ongoing M&O/M&E Release schedule; and
- 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. Project Steering Committee Structure

The CalSAWS Bylaws – Fourth Amended Section 8.A sets the parameters below.

Membership

Each Region will nominate one or more candidates from among its Deputy Directors, or small county equivalents, to serve on the Project Steering Committee. This person must be at an executive level within the county (second-in-command), who has immediate access to the County Welfare Director, or Children and Family Services Director, if applicable, and is empowered to make executive level decisions.

Regions 1 and 4 will each appoint two (2) Project Steering Committee members, Regions 2 and 3 will each appoint one (1) Project Steering Committee member, and Regions 5 and 6 will each appoint three (3) Project Steering Committee members to the Project Steering Committee following a majority vote by the Member Representatives for each Region comprised of more than one county, who are present at a meeting of the Member Representatives held pursuant to Section 2.07 (Quorum; Required Votes; Approvals) of the Agreement.

Note: No person shall be elected to serve on the Project Steering Committee unless he or she accepts the nomination from his or her Region. Committee members shall serve for one (1) year terms running concurrently with the Consortium's Fiscal Year.

Replacement Member

Should a vacancy occur during an unfinished term, the Region so affected shall, within ninety (90) days, appoint a new Project Steering Committee member to complete the term.

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Leadership

The Project Steering Committee shall be co-chaired. The Co-Chairs shall be elected from among the Project Steering Committee members annually prior to the commencement of the Consortium's Fiscal Year and serve for one (1) year terms running concurrently with the Consortium's Fiscal Year.

Attendance

All Project Steering Committee members are expected to attend meetings. Committee member absences will be noted in the minutes. If a committee member who has been duly notified of committee meetings misses three (3) meetings within a one-(1) year period, the committee member shall be contacted formally and in writing requesting written response of the member's ability to continue participation in the committee. If a written response acceptable to the committee is not received within thirty (30) calendar days, then the committee member may be asked to resign for cause.

For instances in which a PSC member's absence is planned with enough advanced notice in order to meet Brown Act requirements, the Project Steering Committee member from their respective Region, or their designee, may recruit a temporary committee replacement.

Role of a Project Steering Committee Member

It is intended that the PSC leverage the expertise and insight of key individuals from the Regions. Although PSC Members are not directly responsible for managing Project activities, they provide support and guidance for those who do. Thus, individually, PSC Members should:

- Understand the strategic implications and outcomes of initiatives being pursued through Project outputs;
- Value the significance for some or all major stakeholder and represent their interests; and
- 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 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;

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- Consider ideas and issues raised;
- Foster positive communication within the Regions and between the Regions and Project; facilitate resolutions, as needed; and
- Report on Project progress to those responsible at a high level, such as agency executive management.

C. Meetings

Schedule

The PSC typically meets the third Thursday of each month. In-person meetings are preferred; however, a conference call may be offered. The meeting schedule and locations will be finalized soon after the PSC election is held in June of each year and the new PSC is seated. The schedule will be set on a Fiscal Year basis.

Agenda

The PSC is a committee bound by the Brown Act which requires the meeting agenda to be posted in a public space a minimum of 72 hours in advance of the meeting. The agenda must include the meeting location information as well as any specific location information for PSC members participating by conference call. The PSC member's location must be accessible to the public and have had the agenda appropriately posted as noted above for their attendance and vote to count towards quorum of the PSC meeting.

The PSC agenda is created by the Project Executive Director, and PSC Co-Chairs, with input from the Project teams and PSC members. The agenda and attachments are generally sent electronically to the PSC members one week prior to the scheduled meeting date, but no later than 72 hours prior to the meeting date. The agenda and materials are also posted to the CalSAWS.org website.

Quorum and Voting

The Project Steering Committee shall follow the quorum and voting requirements for the Board set forth in Section 2.07 (Quorum; Required Votes; Approvals) of the Agreement.

At least seven (7) of the Project Steering Committee members, or their temporary committee replacement, from five (5) Regions shall constitute a quorum for the transaction of business, except that less than a quorum may adjourn. The affirmative votes of at least seven (7) of the Project Steering Committee members from five (5) Regions shall be required to take any action by the Committee.

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

D. Regional Manager (RM) Support

The RM(s) works with the Region's counties and provides input to the PSC member regarding the Region's status, concerns, and achievements. Some ways the RM(s) may assist the Regional PSC Member(s) are:

- Review PSC and JPA Member Representative Strategic Planning Agenda items, as needed; offer to provide background information/context;
- Offer to assist with preparation of the Regional Update at PSC meeting; RM will cover report out if the PSC member(s) are absent;
- Coordinate with PSC on Regional Committee Member selections;
- Coordinate with PSC on Regional Meeting or Regional Management Site Visit logistics/topics;
- Inform PSC member(s) of escalations within the Project/Region/County, 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.