WorkSource Advisory Team Charter

Create a WorkSource portfolio that focuses on the right things, at the right time, in the right way.

The WorkSource I&T Advisory Committee is accountable for assessing operational feasibility and organization readiness for the Project.

Date: Jan. 2024

Purpose:

The WorkSource Technology Governance process is established for ESD and WorkSource partners to oversee, prioritize, and inform technology to support WorkSource staff and customers efficiently and effectively.

Team Expectations:

- Ensure work priorities are aligned with technology solutions that meet the needs of job seekers, employers, and staff.
- Encourage a collaborative work environment across divisions, WorkSource offices, and Workforce Development Councils.
- Evaluate and recommend proposed technology software and hardware solutions.
- Review and recommend updates to established priorities, as needed.
- Encourage and ensure external partner and business sponsorship of technology work efforts.
- Monitor technology work efforts, and assist in he identification and resolution of issues, risks, and problems.
- Transparent communication, grace and understanding with each other.
- Actively engaged and ready to reach, identify resources/SMEs wherever needed to ensure successful implementation.
- Inform agency participants and stakeholders of ITSD work priorities.
- Share pertinent information with the WorkSource Steering Committee.
- Provide input on and reviews of project work plans and schedules.
- Commitment to come prepared to meeting. (Read materials sent in advance)
- Maintain all decisions in a decision log.

Process/Structure:

- Monthly Virtual Meetings – 90 minutes
- Advisory discussions are limited to topics on the meeting agenda
- Agendas will be sent out a week in advance
- Agenda topics should be sent to Nona Mallicoat and Anne Buchan no later than a week prior to meeting

Guiding Principles:

- Define the customer and customer first, be passionate advocates for our customers – internal and external
- Open to collaboration
- Integrity
- Always teaching and learning from each other
- Efficient and with purpose
- Listen with intent to hear
- Be open minded and flexible
- Embrace healthy conflict

Decision Making Norms:

Review the information, discuss any challenges/concerns, and put to a vote.

Voting options will be –

- YES, I concur – notes will be provided to steering
- YES, but I have concerns or reservations – notes will be provided to steering
- No, I do not concur – results with notes outlining concerns will be given to steering to help bring to resolution
  Non-response indicates abstaining from the vote

Scope:

In Scope:

Maintenance and Operations: Includes system support, resolution of production problems, reporting, routine technology maintenance, and administration.

Projects: Includes requests for new systems or services, reports, enhancements to existing systems, changes to existing functionality, and technology upgrades.

Out of Scope:

- Final decision-making
- Funding
- Creation of policy

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Membership

Alberto Isiordia, **(EC) Assistant Director of Operations**

*Emily Kok, **(ASD) Chief Data Privacy Officer**

* Madeline Veria-Bogacz, **(ASD) Program Coordinator**

  Emily Persky, **(Comms) Acting Communications Director**

*Sam Havens, **(DATA) Reporting, Accessibility, and Performance Manager.**

*Byron Mukai, **(DATA) Workforce & Labor Market Data Team Supervisor**

*Anne Buchan, **(EC) Management Analyst 5**

*Rob Crow, **(EC) Eastern Region Operations Manager**

*Elise Rowe, **(ESPI) Tax Policy Specialist 4**

*Ross Gearllach, **(ESPI) Workforce Initiatives Manager**

*Ardriel Galvin, **(ITSD) WorkSource Other IT Systems Manager**

*Famous Atkison, **(ITSD) IT Service and Incident manager**

*Mari McGill, **(PPP) Strategic Operations Manager**

*Michael Luchini, **(PPP) Product Manager WorkSource Systems**

Luci Bench **(Olympic WDA 1)**

Katherine Payne **(PacMtn WDA 2)**

Malinda Bjaaland **(Northwest WDA 3) Workforce Programs Manager / EO Officer**

Cassondra Yi **(Snohomish WDA 4)**

Bryan Pannell **(Seattle-King WDA 5)**

Deborah Howell **(Pierce WDA 6)**

Amy Gimlin **(Southwest WDA 7)**

Aaron Parrott & Emily Anderson **(North Central WDA 8)**

Ariana Cordova **(South Central WDA 9)**

Rod Van Alyne **(Eastern WDA 10)**

Jessie Cardwell **(Benton-Franklin LWDB WDA 11) Chief Operations Officer**

Tim Robison (Spokane **WDA 12)**

* = Voting Members (12)

All - Voting Members (12) One vote per WDA