

WorkSource Steering Committee Team Charter

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

The WorkSource I&T Steering Committee is a governing body whose purpose and mission is to oversee information, technology, and I&T service delivery governance for the WorkSource enterprise, to increase speed, quality and quantity of reemployment support and services for the public.

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:

- Support the mission, purpose, and vision of the WorkSource I&T Steering Committee
- Follow the guiding principles and respect the rules of procedure
- Support decisions once made
- Consistently participate in committee meetings, arrive on time, and review meeting documents prior to attending
- Listen attentively and restrict conversation to agenda items while at meetings, wherever possible
- Respect other participants and maintain an open-minded attitude toward other's opinions
- Support all other Committee Members in the conduct of their responsibilities
- Undertake and complete allocated tasks or deliverables
- Always represent the Committee with integrity

Guiding Principles:

Customer Centricity	We prioritize the needs of our customers before the needs of the Committee or its partnerships.
Integrity	Integrity comprises both straightforward dealing and completeness and based upon honesty and objectivity, and high standards of propriety and probity in the stewardship of public funds and resources and management of an entity's affairs.
Accountability	Accountability whereby public sector entities, and the individuals within them, are responsible for their decisions and actions.
Openness	Openness to ensure that stakeholders can have confidence in the decision-making processes and actions of public sector entities, in the management of their activities, and in the individuals within them.
Commitment	Foster healthy and productive partnerships with teamwork, collaboration, and respect; ensuring local participation wherever possible to maximize integrated customer service, and to eliminate barriers that may stand in the way of achieving our mission.

Process/Structure:

- Monthly Virtual Meetings – 90 minutes
- Meeting agendas will be approved by Steering Officers with staff support generating the agendas at least three days in advance of the scheduled meeting and posted on the WPC page, along with the appropriate materials needed to make informed decisions
- Agenda topics should be sent to Nona Mallicoat and Anne Buchan no later than a week prior to meeting
- Minutes are to be prepared for each WorkSource I&T Steering Committee meeting and distributed to all Committee members as soon as practicable after each meeting.

Scope:

In Scope:

- High Enterprise Impact business needs
- Major product upgrades or changes which impact the WorkSource system
- Requests for complying with new legislation
- Impacts to multiple Programs
- Projects with high impact to, or dependence on, other projects in the WorkSource Portfolio
- Projects that impact multiple divisions, regions, or workforce development areas
- Projects with *no* allocated resources
- Projects *without all* resources needed

Out of Scope

- Employment Security Department ("ESD") Agency-wide or State-wide requests; these are routed to the Agency Governance and Risk committees.
- Employment Connections ("EC") Program changes which do not impact the WorkSource enterprise at large; these are routed to EC Central Operations.
- Local Workforce Development Board ("LWDB") local initiatives which do not impact the WorkSource enterprise at large; these are routed to LWDB executive leadership.
- New Report, Data or Performance related requests; these are routed to Labor Market & Economic Analysis ("LMEA").
- Local WDA (or other ESD divisional) standard operation, service, or technology requests; see Level 1 Projects below.

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Date: July 2022

Decision Making Norms:

Decisions are made at the WorkSource I&T Steering Committee only, and incorporate diverse, representative input from across the enterprise.

Each WorkSource I&T Steering Committee Voting Member (or their designated alternate) shall have one vote, which may not be assigned to another member. Alternates must be designated by written notice to the Steering Committee Executive Sponsor/Chair and Co-chair in advance of any vote and in no case will extend past a single vote.

Should a tie or conflict arise, final decision-making authority will reside with the Executive Sponsor.

In general, the WorkSource I&T Steering Committee will strive for consensus as it engages in decision-making and issue resolution. However, it may not be possible to attain 100% consensus on all topics and recommendations.

For Governance decisions, a majority vote of those attending (with a minimum of 7 members required to be present) will constitute a final decision. In case of an emergency only, a draft Governance decision may proceed by quorum until a final decision is reached.

For Informal decisions, a majority vote of those attending (with a minimum of 4 members, including at least 1 LWDB voting member, required for a quorum) will constitute a final decision.

Voting Members

NAME	TITLE	ORGANIZATION
Jairus Rice	Director, Employment Connections (Chair)	ESD
Daniel Zeitlin	Director, Employment System Policy & Integrity	ESD
Gustavo Aviles	Director, Data Architecture, Transformation and Analytics	ESD
Maribeth Sapinoso	Chief Information Officer (Vice-chair)	ESD
Danielle Cruver	Chief Financial Officer	ESD
Mark Mattke	Chief Executive Officer (Co-chair)	LWDB, Spokane Workforce Council
Amy Martinez	Chief Executive Officer (Vice Co-chair)	LWDB, South Central Workforce
Katie Condit	Chief Executive Officer	LWDB, Workforce Central
Lisa Romine	Chief Executive Officer	LWDB, North-Central

Non-Voting Members

NAME	TITLE	ORGANIZATION
Nona Mallicoat	EC Deputy Director	ESD, EC
Joy Emory	Chief Executive Officer, Workforce Snohomish	LWDB, Snohomish
Bill Dowling	Chief Executive Officer	LWDB, Olympic
Miriam Halliday	Chief Executive Officer	LWDB, Southwest
Marie Kurose	Chief Executive Officer	WDC, Seattle-King County
Tiffany Scott	Chief Executive Officer	WDC, Benton-Franklin
William Westmoreland	Chief Executive Officer	WDC, PacMtn
Rod Van Alyne	Director	WDC, Eastern Partnership
Michael Luchini	Product Manager	ESD, PPP