

Washington Cloud Transition Task Force Charter

Purpose

The Washington state legislature has determined that the state's information technology should move toward cloud services, with the expectation that this will deliver technical capacity, security, resiliency, disaster recovery capability and data analytics necessary to provide Washingtonians the services they require. While there are significant benefits and efficiencies to be achieved, such a shift will bring a number of impacts that will need to be thoughtfully managed.

The state currently employs approximately 4,400 staff in technology-related positions. As the state moves forward with the cloud computing strategy, the nature of those jobs is expected to change. To ensure the state can retain its current talent base and arm them with appropriate skills and tools to thrive in the cloud-based technology environment, the Legislature created this Task Force to review three key issues.

- Impacts on labor of transitioning to third-party cloud computing services.
- Retraining needs that the existing workforce may require to maintain employment in the information technology sector and deliver cloud computing services effectively within state government;
- The optimal method for delivering such training.

Outcome

The Cloud Transition Task Force is responsible for reporting its findings and recommendations to the governor and legislature by November 30, 2021.

Membership

- **Mark Quimby / Bill Kehoe**, Washington State Chief Information Officer (CIO), *Task Force Chair*
 - **Vinod Brahmapuram**, Washington State Chief Information Security Officer (CISO)
 - **Debbie LaCroix**, Washington Federation of State Employees (*Represented employees' bargaining unit for state employees*)
 - **Camille Kruger**, Washington Federation of State Employees (*Represented employees' bargaining unit for state employees*)
 - **Michael Mattmiller**, Microsoft (*Third-party Cloud Computing Services*)
 - **Omid Ghaffari-Tabrizi**, Monument Advocacy (*Trade Association Representing Cloud Computing Providers*)
 - **Grand Rodeheaver**, State Board for Community and Technical Colleges
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Four adjunct members will also provide on-going advice and expertise to the Task Force:

- **Franklin Plaistowe**, Office of Financial Management Human Resources
- **Cindy Guertin-Anderson**, Department of Enterprise Services Workforce Support and Development
- **Rose Feliciano**, Internet Association
- **Sandra Toussaint**, Washington Federation of State Employees

Responsibilities

Chair – The chair will convene and preside over Task Force meetings; work with the project lead to develop meeting agendas; if necessary, appoint subcommittee members; and serve as a spokesman for the Task Force. The chair must convene the first meeting, but may delegate the role for subsequent meetings.

Task Force Members –

1. Actively participate in all Task Force meetings. Consistency in attendance is important.
2. Work between meetings to educate themselves on issues. Members accept the responsibility to come to meetings prepared for the discussion.
3. Provide input into research areas as appropriate.
4. Work cooperatively with each other, the chair and Task Force staff to accomplish the Task Force goals.
5. Keep constituents informed of Task Force efforts, solicit input on issues discussed, and share this input with the Task Force.

Subcommittees

The chair may appoint subcommittees to advance the work of the Task Force. The purpose of these subcommittees is to carry out work for which they are formed, and to make recommendations to the full Task Force. The subcommittees will consist of Task Force members and may also include staff and other participants. Subcommittees will be chaired by Task Force members appointed by the chair.

Committee Support

The Office of the Chief Information Officer (OCIO) is responsible for supporting the work of the Task Force. The OCIO has hired Sightline, LLC, to provide Task Force management.

Meetings

A minimum of four Task Force meetings will be scheduled, and each meeting will be scheduled for approximately two hours. The chair may, at their discretion, schedule additional meetings.

Meetings will be held virtually. The option to attend meetings in person may be offered for later meetings.

Decision Making

A minimum of four Task Force members is necessary to constitute a quorum. A quorum is necessary for the Task Force to make decisions or recommendations. If a quorum is not present, the meeting may continue with no actions being taken.

The Task Force shall strive for consensus on matters and issues that are brought before it. The levels of consensus include:

- I strongly support the decision.
- I can accept the decision.
- I can live with the decision.
- I do not fully agree with the decision; however, I will not block it.

In the absence of consensus after substantive discussion, the chair may ask for a vote. The vote will carry if a majority of the Task Force (at least four members) vote in favor.

Alternatively, other methods of decision making may be used, such as voting by email or other electronic means or convening a special meeting if needed. Adjunct Task Force members may not vote.

The Task Force will strive to ensure that the final report reflects the views of all Task Force members. If there is disagreement or lack of consensus on one or more topics, a discussion of the multiple viewpoints expressed by the Task Force members will be included. Minority reports will be allowed for all decisions. In addition, the Task Force report and meeting summaries will highlight the pros and cons of the actions as discussed.

Website

The OCIO has created a web page specific to the Task Force on the OCIO web site. It can be found at [Stakeholders | OCIO \(wa.gov\)](http://Stakeholders | OCIO (wa.gov)). Task force information, i.e., members, charter, minutes and meeting materials will be posted on the web site, along with relevant reports, studies and other reference material provided to the Task Force. Information about public involvement will also be posted on the web site.

Records

The records of the Task Force are subject to the requirements of the Open Public Records Act, 42.56 RCW. Minutes of the Task Force meetings shall serve as the official record of the meetings and shall be made available upon request. The Task Force shall determine the scope and content of the minutes. Meeting minutes will be posted on the Task Force website.

Term

The Task Force expires on December 31, 2021.

Acceptance (signatures)



Bill Kehoe
State CIO and Task Force Chair



Vinod Brahmapuram (Aug 9, 2021 15:55 PDT)

Vinod Brahmapuram
State CISO



Debbie LaCroix (Aug 6, 2021 14:19 PDT)

Debbie LaCroix
Washington Federation of State
Employees



Camille Kruger (Aug 6, 2021 15:44 PDT)

Camille Kruger
Washington Federation of State
Employees



Michael Mattmiller (CELA) (Aug 6, 2021 19:36 EDT)

Michael Mattmiller
Microsoft



Omid Ghaffari-Tabrizi (Aug 9, 2021 06:26 EDT)

Omid Ghaffari-Tabrizi
Monument Advocacy



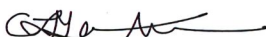
Grant Rodeheaver (Aug 13, 2021 11:08 PDT)

Grant Rodeheaver
State Board for Community and
Technical Colleges



Franklin Plaistowe (Aug 15, 2021 13:01 PDT)

Franklin Plaistowe
Office of Financial Management Human
Resources



Cindy Guertin-Anderson
Department of Enterprise Services
Workforce Support and Development



Rose V Feliciano (Aug 9, 2021 10:45 PDT)

Rose Feliciano
Internet Association



Sandra Toussaint (Aug 9, 2021 08:58 PDT)

Sandra Toussaint
Washington Federation of State
Employees