

PREAMBLE:

The Technology Services Board (TSB) ensures strategic oversight and governance of the state’s technology initiatives, focusing on enterprise-level modernization, business transformation, cost efficiency, and service improvements for state agencies, residents, and businesses. Established within the Washington State Government, the TSB’s purpose is to advance technology that enhances service delivery, promotes collaboration, and drives efficiency across public sector operations. This charter outlines the board’s composition, responsibilities, and procedures as guided by RCW 43.105.220, 43.105.285 and RCW 43.105.287.

ROLES AND RESPONSIBILITIES:

The TSB acts as an advisory body to the State Chief Information Officer (CIO), providing strategic advice and guidance in carrying out the CIO’s responsibilities for technology oversight and vision. In alignment with RCW 43.105.220 and RCW 43.105.287, the TSB has the following responsibilities:

- Review and approve policies, standards, and procedures governing the acquisition and disposition of IT equipment, proprietary software, and purchased services.
- Provide oversight for major IT projects, ensuring alignment with enterprise strategies and evaluating technical and financial business cases.
- Advise the agency in the preparation of the Enterprise IT Strategic Plan as required by RCW 43.105.220, ensuring the establishment of a statewide mission, goals, and objectives for IT use, including access to government records, information, and services.
- Foster innovation by overseeing projects funded by the Innovation and Legacy Modernization fund and providing regular updates on progress.
- Review high visibility and at-risk projects and provide guidance to move the project to a successful outcome.
- Review and approve standards and common specifications for telecommunications networks proposed by state agencies and educational institutions.
- Promote strategic investments in enterprise-level IT projects that will drive service improvements and cost efficiency.
- Provide a forum to solicit external expertise and perspective on emerging IT trends, enterprise architecture, standards, and policy development.
- Address additional duties as provided for in RCW 43.105.287.
- Establish subcommittees, including the TSB Security Subcommittee, to address specialized areas such as cybersecurity.

STATUTORY MEMBERSHIP

Per RCW 43.105.285, the TSB consists of 13 members:

- **Chair:** The State CIO (voting member).
- **State Agency Representatives:** Three voting members, appointed by the Governor, at least one of whom must have direct experience with the software projects overseen by the board or reasonably expect to use the new software developed under the oversight of the board.
- **Private Sector Representatives:** Three voting members appointed by the Governor.

- **Legislative Representatives:** Four voting members, two from the House of Representatives (appointed by the Speaker) two from the Senate (appointed by the President of the Senate), with one member from each major caucus.
- **Non-Voting Members:**
 - One representing state agency bargaining units, selected by the Governor from a list of names submitted by general government exclusive bargaining representatives.
 - One representing local governments, selected by the Governor from a list submitted by local government organizations.

Terms:

- Initial appointments: staggered terms of one, two, and three years.
- Subsequent appointments: three-year terms.
- Vacancies are filled following the original appointment process.

PROCEDURES

Chair and Vice Chair:

- The Chair (State CIO) establishes the agenda, conducts meetings, and serves as the primary spokesperson.
- A Vice Chair is appointed by the Chair from among the voting members to assist and act in the Chair's absence.

Meetings:

- The TSB meets bi-monthly at a time and place set by the Chair. Agendas are shared at least five business days prior before the meeting.
- Meetings comply with the Open Public Meetings Act (OPMA) and accommodate ADA requirements.

Attendance:

- Members are expected to attend consistently. Missing more than two meetings without cause may result in removal.

Quorum and Decision-Making:

- A quorum of six voting members is required to take action.
- Decision-making prioritizes consensus but may proceed with majority vote (six votes required).

Public Participation:

- Meetings include a 15-minute public comment period. Additional public comments are at the Chair's discretion.

ETHICS AND CONFLICTS OF INTEREST

All TSB members must adhere to state ethics laws (RCW 43.52), including conflicts of interest and confidentiality provisions. Members with conflicts must:

- Notify the Chair.
- Recuse themselves from relevant discussions and decisions.
- Voluntarily disclose any perceived impartiality and commit to fair participation when applicable.

ANNUAL REPORTING

The TSB, in collaboration with the Security Subcommittee, will contribute to an annual State of Cybersecurity Report as required by RCW 43.105.291. This report, submitted to the Governor and Legislature, identifies gaps, emerging risks, and recommendations for enhancing cybersecurity across state agencies.

OPEN MEETINGS AND RECORDING

All meetings are subject to the Open Public Meetings Act and will be video recorded. Recordings are publicly accessible on the WaTech TSB website.

TRAVEL REIMBURSEMENT

Non-state employee board members may be reimbursed for travel expenses per RCW 43.03.050 and RCW 43.03.060.

MODIFICATION OF THE CHARTER

The TSB may modify this charter through consensus or majority vote of the voting members.

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