

**Title 2A
ADMINISTRATION**

UPDATED: September 7, 2018

Chapters:

- 2A.300 DEPARTMENT OF COMMUNITY AND HUMAN SERVICES – RELATED
BOARDS AND COMMITTEES**
- 2A.310 EMERGENCY MANAGEMENT**
- 2A.320 COURTS**
- 2A.380 DEPARTMENT OF INFORMATION TECHNOLOGY**

Sections:

- 2A.300.050 King County behavioral health advisory board.
- 2A.300.510 Children and youth advisory board.
- 2A.300.520 Communities of opportunity – best starts for kids advisory board
(expires December 31, 2021)

2A.300.050 King County behavioral health advisory board.

A. There is hereby created the King County behavioral health advisory board. The board shall act in an advisory capacity to the executive on behavioral health policy, programs and services. The board shall serve and function as the mental health advisory board pursuant to RCW 71.24.300 and alcoholism and other drug addiction board pursuant to RCW 70.96A.300 until such time as the statutory references to the boards are repealed.

B.1. The board shall be composed of no less than nine and no more than fifteen members, as determined by the executive.

2. The executive shall appoint the members of the board, subject to confirmation by the council as provided in K.C.C. 2.28.002.

3. The board's composition shall be broadly representative of the community and geographical and demographic mix of the populations served.

4. At least fifty-one percent of the board membership shall be persons having lived experience or parents or legal guardians of persons having lived experience with behavioral health disorders or persons self-identified as being in recovery from a behavioral health disorder and, included among these persons, at least one quarter of the board members shall be recovered persons with substance abuse disorders.

5. Law enforcement shall be represented on the board.

6. No more than four elected officials may serve as board members at any time.

7. Employees, managers or other decision makers of subcontracted agencies who have authority to make policy or fiscal decisions on behalf of the subcontracting agency shall not be members of the board; and, if prohibited by RCW 70.96A.300, a board member may not be a provider of alcoholism or drug addiction treatment services.

8. One quarter of the initial board members shall serve a partial term of one year, one quarter of the initial board members shall serve a partial term of two years and the

remainder of the initial board members shall serve a full term of three years. A full term shall be three years and board members may potentially serve up to two full three-year terms in addition to any partial term.

C. The board shall, subject to available resources and to its exercise of discretionary prioritization:

1. Serve in an advisory capacity to King County on matters concerning behavioral health disorders including education, prevention, treatment and service delivery in the region;

2. Participate with the behavioral health organization to enhance the ability of the behavioral health system to work effectively and deliver high-quality services to consumers;

3. Participate with the behavioral health organization to facilitate equitable access to education, prevention, treatment and recovery from behavioral health disorders;

4. Utilize and develop relationships with public and private agencies and organizations concerned with behavioral health disorders to advance the behavioral health system and drive system improvements;

5. Develop relationships with the community to promote integrated treatment of mental health, substance use disorder and physical health care services;

6. Represent the board and coordinate with other King County activities and endeavors intended to further the likelihood that the needs of individuals living with behavioral health disorders are considered and addressed as appropriate;

7. Provide input to the state on various regulatory, policy and programmatic issues related to behavioral health;

8. Advocate for the needs of individuals living with behavioral health disorders at the local and state level; and

9. Perform the other functions specified in RCW 70.96A.300 and 71.24.300.

D.1. The board shall elect a member as chair by a majority vote of its members. The term of the chair is one year.

2. The board shall adopt appropriate bylaws, including quorum requirements.

E. The department of community and human services shall provide ongoing administrative support to the committee.

F. Members of the board shall serve without compensation. (Ord. 18170 § 1, 2015).

2A.300.510 Children and youth advisory board.

A. For the purposes of this section:

1. "Best starts for kids children and youth strategies" means those strategies that are eligible expenditures as defined in Ordinance 18088, Section 5.C.1., 2., and 4;

2. "Collective impact" means a process for achieving meaningful and sustainable progress on complex social issues that involves convening stakeholders across sectors and communities, who share a common vision and a shared agenda for assuring accountability and measuring results; and

3. "Youth Action Plan" means the Youth Action Plan approved under Motion 14378.

B. As recommended in the Youth Action Plan and as required by Ordinance

18088, the King County children and youth advisory board is created to act in an advisory capacity to the executive and council to:

1. Assist King County policy makers as they consider outcomes, policies and investments for children and families and youth and young adults; and

2. Serve as the best starts for kids children and youth strategies oversight and advisory body, including making recommendations on and monitoring the distributions of levy proceeds described in Ordinance 18088, Section 5.C.1., 2. and 4.

C. The goal of the board is to improve the health and well-being of children and youth by utilizing a collective impact model to implement strategies that focus on prevention and early intervention.

D.1. The board shall make recommendations to the executive and county council regarding children and youth services, consistent with the recommendations in the Youth Action Plan.

2. The board shall receive and review King County outcomes and data, recommending improvements and modifications to achieve outcomes and support strong data collection and indicator protocols.

3. The board shall assist the executive and the council with the comprehensive review and analysis of King County government's programs, services and outcomes for children, families, youth and young adults for alignment with other initiatives and coalitions that have outcomes identified for children, families, youth and young adults.

4. The board shall recommend policy, budget, and other findings to the executive and the council, ensuring alignment with other initiatives and coalitions that have outcomes identified for children, families, youth and young adults.

5. The board shall participate with, track and report on efforts of partnerships, coalitions and networks throughout the region to inform the development of an aligned, region wide response that leads to improved outcomes.

6. The board shall be a forum for discussion and exchange of ideas in response to emergent needs, promising practices, and continuous improvement.

E. The board shall work in collaboration with the executive to develop an implementation plan for the portion of the levy proceeds pertaining to best starts for kids children and youth strategies to be transmitted to the council by June 1, 2016. The board shall:

1. Make recommendations for the plan consistent with Ordinance 18088;

2. Make recommendations for the plan so it is consistent with other adopted county plans and policies such as the King County Strategic Plan, the Youth Action Plan and Ordinance 16948, which transformed the county's work on equity and social justice from an initiative to an integrated effort that applies the King County Strategic Plan 2010-2014's "fair and just" principle to all the county does in order to achieve equitable opportunities for all people and communities;

3. Advise on development of indicators and targets for best starts for kids children and youth strategies for inclusion in the plan;

4. Make recommendations that ensure the work of the county's steering community to address juvenile justice disproportionality is taken into consideration in development of the plan, to the maximum extent possible;

5. Make recommendations on and monitor the distribution of best starts for kids levy proceeds; and

6. Make recommendations on an annual reporting process to the council and community that demonstrates transparency regarding the expenditure of levy proceeds and the effectiveness of the best starts for kids children and youth strategies in meeting the goals and outcomes established in Ordinance 18088.

F. The board may establish standing and ad hoc work groups focusing on specific components of children and youth services and best starts for kids strategies. Individuals or representative from entities whose work is closely related to children and youth prevention and early intervention strategies may be invited to participate in work groups as nonvoting members.

G. Consistent with a collective impact model, the board shall:

1. Review and advise the executive and council on emerging and evolving best and promising practices to improve the health and well-being of children and youth;

2. Coordinate with other county boards and groups including, but not limited to, the steering committee to address juvenile justice disproportionality, the mental illness and drug dependency oversight board, the regional human services levy citizen oversight board and the veterans levy citizen oversight board, to maximize the impact of the county's children and youth services;

3. Serve as a forum to promote coordination and collaboration between entities involved in improving the health and well-being of children and youth; and

4. Coordinate and share information with other related external efforts and groups.

H. The board shall adopt rules governing its operations at its first meeting, which may be revised in subsequent meetings.

I.1. The board shall be composed of not more than forty members, at least three of whom shall be youth age twenty-four or under.

2. As required by Ordinance 18088, the board shall be comprised of a wide array of King County residents and stakeholders with geographically and culturally diverse perspectives.

3. Members of the advisory board shall be appointed by the executive and confirmed by the council.

J. The board shall establish terms of appointment by lot. Thirteen positions shall have initial terms of two years, thirteen positions shall have initial terms of three years and the remainder of the positions shall have initial terms of four years. After the initial terms have expired, all terms shall be for three years. (Ord. 18635 § 13, 2017: Ord. 18217 § 2, 2016).

2A.300.520 Communities of opportunity – best starts for kids advisory board (expires December 31, 2021).

A. The communities of opportunity-best starts for kids levy advisory board shall be the successor group to the communities of opportunity interim governance group and shall be structured as follows:

1.a. The board shall consist of a minimum of fourteen members and a maximum of eighteen members, as determined by the board, except that the initial group size of the board, also between a minimum of fourteen and a maximum of eighteen members, shall be determined by the interim governance group;

2.a. Members of the board shall possess specific context or content experience

related to improving health and well-being outcomes in communities with the greatest need for improvement, and shall be committed to the communities of opportunity best starts for kids levy implementation plan, as adopted by the council by ordinance. The commitment shall include a commitment to the principles of equity and social justice articulated in the best starts for kids implementation plan as well as a commitment to evaluate and make potential decisions through the equity and social justice lens articulated in the best starts for kids implementation plan. Members shall reflect the diversity in King County and shall reflect a range of backgrounds, including living in or working in affected communities, working in a community-based organization, nonprofit agency, intermediary organization, business, or institution, and having experience in the relevant subject matter areas of housing, health, social and community connection or economic prosperity. Members shall recognize that strategies may vary for different populations and in different locations of the county where there are inequitable health and well-being outcomes.

b.(1) The board membership is constituted as follows:

- (a) two members shall be appointed by the Seattle Foundation;
- (b) one member shall be appointed as a representative of the county executive by the county executive, and confirmed by the council by ordinance;
- (c) one member shall be appointed and confirmed as a representative of the county council by the county council by ordinance;
- (d) at least twenty percent of the advisory board members, or three, whichever is greater, shall be community members who reflect demographic characteristics of the communities that qualify for funding in accordance with communities of opportunity funding guidelines, and who are grassroots organizers or activists in those communities or who live in or have worked in those communities. These members shall be recommended to the executive by the interim governance group, in the case of the appointees to the initial board, and by the board thereafter;
- (e) at least two members of the board shall be members of the Communities of Opportunity community-based partnerships representatives group. Recommendations regarding appointments of persons to fill these positions shall be made to the executive by the interim governance group, in the case of the initial appointees to the board, and by the board thereafter. Recommendations to the executive regarding appointments of persons to fill these positions and regarding lengths of terms of any of those potential appointees shall be made after the community-based partnerships representatives group has made its recommendations to the interim governance group, in the case of the initial appointees to the board, and by the board thereafter;
- (f) the interim governance group, in the case of the initial appointees, and the board thereafter shall make recommendations to the executive regarding appointments of the remaining board members; and
- (g) the executive shall create an open application process that would enable individuals interested in serving on the board to submit a letter of interest via the King County website. The interim governance group, in the case of appointments to the first board, and the board, for appointments thereafter, shall review and take into consideration letters of interest received from individuals before making appointment recommendations to the executive.

(2) In addition to considering the recommendations from the interim

governance group, in the case of appointments to the first board, and from the board, for appointments thereafter, the executive shall consider appointment recommendations from King County councilmembers of individuals who have applied for a board position through the open application process described in subsection A.2.b.(1)(g) of this section and who have been determined by the interim governance group or the board, as appropriate, to meet the membership criteria for service on the board outlined in subsection A.2.a. of this section. Members shall be appointed to the positions described in subsection A.2.b.(1)(d), (e) and (f) of this section by the executive within thirty days of receiving recommendations from the interim governance group for the initial board appointees, or from the board for appointees after the initial board is convened, and the council shall confirm appointments to these positions by motion.

3. A minimum of thirty percent of the members appointed to the initial board in 2017 shall be new members who have not served on the interim governance group;

4. The board shall be convened when the executive appoints all individuals who would fill the board positions described in subsections A.2.b.(1)(d), (e) and (f) to serve on the initial board, the number of which shall be determined by the interim governance group pursuant to subsection A.1.a. of this section.

5. The two members appointed by the county and described in subsection A.2.b.(1)(b) and (c) of this section and the two members appointed by the Seattle Foundation shall each serve until replaced by a new appointee.

6. The community-based partnerships representatives on the board specified in subsection A.2.b.(1)(e) of this section have terms of at least one year and no more than three years. The community-based partnerships representatives group, comprised of one individual from a funded entity participating in each of the funded community-based partnership collectives for geographic or cultural community-based partnerships, shall issue recommendations regarding the two or more potential appointees to fill the board positions specified in subsection A.2.b.(1)(e) of this section and the term length of those potential appointees.

7. All other board members shall have three-year terms that may only be renewed one time;

8. The board shall either use a formal consensus process, in which a majority of all appointed members must participate, and in which two or more members opposing a decision together may block it; or the board shall select and use another voting system. Meeting notes shall reflect all board decisions and the tally of members voting to accept or block a decision; and

9. The board shall have an established conflict of interest policy, requiring members to declare a conflict in advance of a board decision in which the members, their partners or spouses have a potential financial, fiduciary or employment conflict of interest, and to recuse themselves from that decision, and requiring members who represent entities with current communities of opportunity funding for geographic or cultural community-based partnership work to declare a conflict in advance and to recuse themselves from board decisions related to those partnerships.

B.1. The duties of the board are to review and make simultaneous advisory recommendations to the executive and county council concerning the use of levy proceeds for the communities of opportunity element of the best starts for kids levy, consistent with the council adopted communities of opportunity section of the best starts

for kids levy implementation plan, to make appointment recommendations to the executive as outlined in this section and to evaluate letters of interest of individuals wishing to serve on the board to determine whether they meet the membership criteria under the requirements of this section.

2. The representative of the county council shall have the additional duty to seek input from all councilmembers before each meeting of the board on items known by this individual to be scheduled for discussion or decision at each board meeting.

C.1. Administrative support shall be provided to the board by the communities of opportunity staff team in the department of community and human services and the department of public health – Seattle & King County.

2. The support shall include the provision of all information and materials to the county council representative that may be needed to seek meaningful input from councilmembers on matters scheduled for discussion or decision at each board meeting at least forty-eight business hours before a scheduled board meeting.

D. Notice of meetings of the board shall be posted on the county communities of opportunity website and meetings of the board shall be open to the public to listen to and observe. In addition, when the board is considering or acting on determining the size of the board or making appointments to the board, it shall conduct its meetings in compliance with the provisions of the Open Public Meetings Act of 1971, chapter 42.30 RCW.

E. This section expires December 31, 2021. (Ord. 18442 § 1, 2016).

2A.310 EMERGENCY MANAGEMENT

Sections:

- 2A.310.050 King County emergency management advisory committee (in effect until January 1, 2019).
- 2A.310.050 King County emergency management advisory committee (takes effect January 1, 2019).
- 2A.310.070 King County emergency management coordinating committee.

2A.310.050 King County emergency management advisory committee (in effect until January 1, 2019).

A. The King County emergency management advisory committee is hereby established. The committee shall act in an advisory capacity to the executive, council and the office of emergency management on emergency management matters and facilitate the coordination of regional emergency planning in King County.

B. The committee shall be composed of members who represent the following emergency management interests, with each interest having one member except for the Sound Cities Association, which may have three members:

1. The Central Region Emergency Medical Services and Trauma Care Council;
2. Each city with a population of over one hundred thousand;
3. Electric and gas utilities;
4. The financial community;
5. The King County Fire Chiefs Association;
6. The King County Fire Commissioners Association;
7. The King County Police Chiefs Association;

8. Local emergency planning committees;
9. The Port of Seattle;
10. Private business and industry;
11. The Puget Sound Educational Service District;
12. The King and Kitsap Counties Chapter of the American Red Cross;
13. Water and sewer districts;
14. The Sound Cities Association;
15. The Washington Association of Building Officials;
16. The King County executive or the executive's designee;
17. The King County department of natural resources and parks;
18. The King County department of transportation;
19. The Seattle-King County department of public health;
20. The Muckleshoot Tribe;
21. The Snoqualmie Tribe;
22. The King County sheriff's office;
23. The Northwest Healthcare Response Network; and
24. A faith-based organization prepared to provide emergency relief services to the public.

C. The scope and charge of the committee is to:

1. Advise King County on emergency management issues and facilitate coordination of regional emergency planning in King County;
2. Assist King County in the development of programs and policies concerning emergency management; and
3. Review and comment on proposed emergency management rules, policies or ordinances before the adoption of the rules, policies or ordinances.

D.1. The executive shall appoint regular members and one alternate member for each regular member of the committee, subject to confirmation by the council.

2. Individuals serving as regular members of the committee shall be the chair of the association or designee if an association or agency is named as a member. Individuals serving as alternate members of the committee shall be designated by the association if an association or agency is named as a member. This includes the Sound Cities Association, which shall designate the individuals to serve as its regular members and alternates.

3. Individuals serving the committee from industry groups or a faith-based organization shall be recruited with the assistance of those entities.

4. A regular or alternate member of the committee shall serve a term of three years or until the regular or alternate member's successor is appointed and confirmed as provided in this section. The terms of office shall be staggered consistent with K.C.C. chapter 2.28.

5. Memberships are not limited as to numbers of terms, but regular and alternate members shall participate in a reappointment process every three years. Reappointment is subject to confirmation by the county council.

6. A vacancy shall be filled for the remainder of the term of the vacant position in the manner described in the initial appointment.

E.1. The committee shall elect a regular or alternate committee member as chair by a majority vote of committee members. The term of the chair is one year.

2. The committee shall adopt appropriate bylaws, including quorum requirements.

F. The office of emergency management shall provide ongoing administrative support to the committee.

G. Members of the committee shall serve without compensation. (Ord. 18660 § 1, 2018: Ord. 17894 § 2, 2014: Ord. 17160 § 1, 2011: Ord. 16145 § 2, 2008: Ord. 15252 § 1, 2005: Ord. 14498 § 2, 2002: Ord. 14199 § 22, 2001: Ord. 13623 § 1, 1999. Formerly K.C.C. 2.36.055).

2A.310.050 King County emergency management advisory committee (takes effect January 1, 2019).

A. The King County emergency management advisory committee is hereby established. The committee shall act in an advisory capacity to the executive, council and the office of emergency management on emergency management matters and facilitate the coordination of regional emergency planning in King County.

B. The committee shall be composed of members who represent the following emergency management interests, with each interest having one member except for the Sound Cities Association, which may have three members:

1. The Central Region Emergency Medical Services and Trauma Care Council;
2. Each city with a population of over one hundred thousand;
3. Electric and gas utilities;
4. The financial community;
5. The King County Fire Chiefs Association;
6. The King County Fire Commissioners Association;
7. The King County Police Chiefs Association;
8. Local emergency planning committees;
9. The Port of Seattle;
10. Private business and industry;
11. The Puget Sound Educational Service District;
12. The King and Kitsap Counties Chapter of the American Red Cross;
13. Water and sewer districts;
14. The Sound Cities Association;
15. The Washington Association of Building Officials;
16. The King County executive or the executive's designee;
17. The King County department of natural resources and parks;
18. The King County department of transportation;
19. The King County Metro transit department;
20. The Seattle-King County department of public health;
21. The Muckleshoot Tribe;
22. The Snoqualmie Tribe;
23. The King County sheriff's office;
24. The Northwest Healthcare Response Network; and
25. A faith-based organization prepared to provide emergency relief services to the public.

C. The scope and charge of the committee is to:

1. Advise King County on emergency management issues and facilitate coordination of regional emergency planning in King County;

2. Assist King County in the development of programs and policies concerning emergency management; and

3. Review and comment on proposed emergency management rules, policies or ordinances before the adoption of the rules, policies or ordinances.

D.1. The executive shall appoint regular members and one alternate member for each regular member of the committee, subject to confirmation by the council.

2. Individuals serving as regular members of the committee shall be the chair of the association or designee if an association or agency is named as a member. Individuals serving as alternate members of the committee shall be designated by the association if an association or agency is named as a member. This includes the Sound Cities Association, which shall designate the individuals to serve as its regular members and alternates.

3. Individuals serving the committee from industry groups or a faith-based organization shall be recruited with the assistance of those entities.

4. A regular or alternate member of the committee shall serve a term of three years or until the regular or alternate member's successor is appointed and confirmed as provided in this section. The terms of office shall be staggered consistent with K.C.C. chapter 2.28.

5. Memberships are not limited as to numbers of terms, but regular and alternate members shall participate in a reappointment process every three years. Reappointment is subject to confirmation by the county council.

6. A vacancy shall be filled for the remainder of the term of the vacant position in the manner described in the initial appointment.

E.1. The committee shall elect a regular committee member as chair by a majority vote of committee members. The term of the chair is one year.

2. The committee shall adopt appropriate bylaws, including quorum requirements.

F. The office of emergency management shall provide ongoing administrative support to the committee.

G. Members of the committee shall serve without compensation. (Ord. 18777 § 10, 2018: Ord. 18660 § 1, 2018: Ord. 17894 § 2, 2014: Ord. 17160 § 1, 2011: Ord. 16145 § 2, 2008: Ord. 15252 § 1, 2005: Ord. 14498 § 2, 2002: Ord. 14199 § 22, 2001: Ord. 13623 § 1, 1999. Formerly K.C.C. 2.36.055).

2A.310.070 King County emergency management coordinating committee.

A. The King County emergency management coordinating committee is hereby established. Except as otherwise provided by state law, the committee shall be the coordinating body for emergency management issues concerning King County government. The committee shall act in an advisory capacity to the office of emergency management to promote, advise, assist and review emergency management issues and to enhance preparedness for King County employees and the departments and other county entities that they serve, on behalf of the county's residents and other constituents.

B. The committee shall be composed of members drawn from within King County government and may include, but not be limited to, at least one representative from each

county department and agency and the office of emergency management, as determined appropriate by the head of each department or agency.

C. The committee shall:

1. Address issues and concerns relating to emergency preparedness, planning and response brought forward by members on behalf of the department or agency they represent;

2. Assist in the review, development and maintenance of the King County Comprehensive Emergency Management Plan;

3. Assist in the review, development and maintenance of department and agency continuity of operations plans;

4. Participate in regional strategic planning to identify and document objectives that will strengthen resilience;

5. Provide input to the Federal Emergency Management Agency's annual Core Capabilities assessment and the analysis and documentation of strategic planning accomplishments and gaps; and

6. Assist in the review, development and maintenance of any other plans, programs, rules and policies concerning emergency management, as requested by the office of emergency management and consistent with state law.

D. The office of emergency management shall provide staffing, develop work plans and provide other resources to effectively support the work of the committee and its activities.

E. The work of the committee shall be provided to the executive and the council annually, as part of the office of emergency management's annual report. (Ord. 18679 § 1, 2018).

2A.320 COURTS

Sections:

2A.320.510 Protocol committee.

2A.320.510 Protocol Committee.

A. A protocol committee is hereby established. The committee shall be composed of the following members:

1. One superior court judge, selected by that court, who shall be the chair of the committee;

2. One member of the council, selected by the council chair;

3. The executive or the executive's designee; and

4. One representative of the King County Bar Association, selected by that association.

B. The responsibilities of the protocol committee shall be to review and, as necessary, to revise the methodology for evaluating the number of judges or commissioners needed in the superior court and to make recommendations to the council and the executive on any changes to the number of superior court judges or commissioners as a result of the outcomes learned from applying the methodology.

C.1. A technical committee is hereby established. The committee shall be composed of the following members:

a. one employee from the legislative branch, selected by the chair or the chair's designee;

b. one employee from the superior court, selected by that court; and

c. one employee from the executive branch, selected by the executive or the executive's designee.

2. Technical committee members shall have experience in statistical methods and knowledge of court administration.

D. The technical committee shall be convened by the chief administrative officer of the superior court. The responsibilities of the technical committee shall be to assist the protocol committee in applying the methodology to determine judicial need. The committee shall: collect data; analyze and advise the protocol committee on the statistical outcomes produced from applying the methodology; and recommend changes to the number of superior court judges or commissioners and changes to the methodology used to determine the number of judges or commissioners needed in the superior court, as may be appropriate.

E. The chair of the protocol committee shall convene the protocol committee to review any proposed change in the number of superior court judges or commissioners based on the applied methodology.

F. The protocol committee shall transmit a report to the executive and to the council making recommendations on the number of judges or commissioners needed in the superior court. The report shall describe in detail the methodology applied, the rationale for the methodology, including any changes to the methodology, and any conclusion reached with regard to the number of judges or commissioners needed in the superior court. The committee's report to the council shall be transmitted in the form of a paper original and an electronic copy to the clerk of the council, who shall retain the original and provide an electronic copy to all councilmembers.

G. The executive shall transmit to the council a letter reflecting acceptance of the protocol committee's recommendations or suggesting any revisions to the protocol committee's recommendations and the basis for these revisions. The executive's letter shall be transmitted in the form of a paper original and an electronic copy to the clerk of the council, who shall retain the original and provide an electronic copy to all councilmembers. (Ord. 18317 § 2, 2016).

2A.380 DEPARTMENT OF INFORMATION TECHNOLOGY

Sections:

2A.380.010 Department of information technology – chief Information officer - duties.

2A.380.020 Chief information officer - duties - office.

2A.380.050 Emergency radio communication division (in effect until January 1, 2019).

2A.380.050 Emergency radio communication division (takes effect January 1, 2019).

2A.380.060 Enterprise services division.

2A.380.070 Infrastructure and operations division.

2A.380.200 Technology Business plan - strategic information technology plan.

- 2A.380.300 Strategic advisory council.
- 2A.380.310 Business management council.
- 2A.380.320 Technology management board.
- 2A.380.330 Project review board.

2A.380.010 Department of information technology - general - offices and divisions. The department of information technology, which is also known as KCIT, is responsible to manage and be fiscally accountable for the information technology operating resources within the executive branch with the exception of the business resource center. The department of information technology shall provide support to the business resource center as agreed by the department of information technology and the department of executive services. The department shall be comprised of the office of the chief information officer, the emergency radio systems division, the enterprise business services division and the infrastructure and operations division. (Ord. 18432 § 3, 2016: Ord. 17654 § 2, 2013: Ord. 17142 § 5, 2011: Ord. 15559 § 4, 2006: Ord. 14561 § 4, 2002: Ord. 14199 § 16, 2001: Ord. 14005 § 3, 2000. Formerly K.C.C. 2.16.0755).

2A.380.020 Chief information officer - duties - office.

A. The department of information technology shall be directed by a chief information officer, who is also the director of the department. The chief information officer shall be appointed by the executive and confirmed by the council. The chief information officer shall report to the executive. When acting as the department director, the chief information officer shall manage the divisions of the department. The chief information officer shall advise all agencies of county government on technology issues. The chief information officer shall provide vision and coordination in technology management and investment across the county. The chief information officer shall meet regularly with business managers for the assessor, council, prosecutor, superior court, district court, elections and sheriff to advise on the technology implications of policy decisions. The chief information officer shall advise all county elected officials, departments and divisions on technology planning and project implementation. The chief information officer shall, with advice from the project review board, approve the release of incremental project funding or recommend budgetary changes, suspension or general shutdown of information technology capital projects. The chief information officer shall approve countywide information technology standards, policies and guidelines recommended for countywide adoption by the business management council and the strategic advisory council.

B. The office of the chief information officer shall administer responsibilities in support of the chief information officer including, but not limited to:

1. Managing information technology strategic planning, including, but not limited to, production of the annual technology business plan, as required by section 9 of this ordinance, and the strategic information technology plan and any plan update, as required by K.C.C. 2A.380.200;*
2. Implementing a process for the selection, monitoring and evaluation of information technology investments, including establishing and managing information technology planning and oversight committees including, but not limited to, the technology

management board, business management council, strategic advisory council and project review board;

3. Recommending to the chief information officer appropriation requests for technology projects necessary to achieve the strategic information technology plan;

4. Recommending to the chief information officer countywide information technology policies and standards including, but not limited to, information privacy, security and protection of data integrity in technology infrastructure;

5. Ensuring information security and privacy disciplines are in place countywide and make recommendations regarding information security and privacy issues relating to the use of technology; and

6. Providing business engagement and service delivery services to executive branch departments, including, but not limited to:

a. consulting and coordinating resolution of information technology issues key to business operations;

b. representing departments in enterprise-wide information technology initiatives to ensure business needs are met; and

c. supporting development and maintenance of information technology plans that align to the countywide strategic information technology plan and meet business goals and objectives. (Ord. 18432 § 4, 2016).

***Reviser’s note: Ordinance 18432 referred to “section 9 of this ordinance,” which was a section making codification directions. Ordinance 18432, Section 8, about the technology business plan and strategic information technology plan, which was codified as K.C.C.2A.360.200, was apparently intended.**

2A.380.050 Emergency radio communication division (in effect until January 1, 2019).

The duties of the emergency radio communications division include administering the emergency radio communication system, but not including the radio communication and data system operated and maintained by the department of transportation. (Ord. 18432 § 5, 2016)

2A.380.050 Emergency radio communication division (takes effect January 1, 2019).

The duties of the emergency radio communications division include administering the emergency radio communication system, but not including the radio communication and data system operated and maintained by the Metro transit department. (Ord. 18777 § 11, 2018: Ord. 18432 § 5, 2016)

2A.380.060 Enterprise services division. The duties of the enterprise business services division include:

A. Application development, system integration, data management, business intelligence and managed software services;

B. Web development, standards and governance, social media strategy, King County Internet and Intranet, open data strategy and support;

C. Information technology business analysis consulting, technology solution evaluation, business case development, process improvement, supporting transition-to-technology launch and information technology training for end users on new or enhanced technology tools and applications;

D. Managing information technology projects and related documentation in accordance with countywide project management methodology including post-implementation reporting; and

E. Develop countywide project management methodology and tools for information technology projects. (Ord. 18432 § 6, 2016).

2A.380.070 Infrastructure and operations division.

The duties of the infrastructure and operations division include:

A. Designing, planning, developing, operating, maintaining and enhancing information technology systems and infrastructures for the county and other contracting agencies;

B. Managing the lifecycle of workstations and other information technology devices, including installation, maintenance and decommissioning;

C. Managing network connectivity and the Institutional Network, also known as I-Net;

D. Providing geographic information systems services, also known as GIS services;

E. Negotiating, managing and administering the cable communications provisions in K.C.C. chapter 6.27A;

F. Providing communications infrastructure and support to include voice and data communications services for the county and contracting agencies; and

G. Managing the enhanced 911 emergency-communication system. (Ord. 18551 § 2, 2017; Ord. 18432 § 7, 2016).

2A.380.200 Technology business plan - strategic information technology plan.

A. The chief information officer shall prepare a biennial proposed technology business plan that shall be transmitted to the council at the time of transmittal of the executive's proposed biennial budget and shall align with an individual agency's business plans and budget requests. The technology business plan shall include:

1. A list of technology projects proposed for funding in the new budget;

2. For each project seeking funding in the budget, the following information shall be reported:

a. the total budget request for the proposed project;

b. the total of past appropriations;

c. the total estimated cost of the project;

d. an annual cash flow plan and any encumbrance or expenditures planned for carryover beyond the two-year period of the proposed budget;

e. the expected useful life of the technology; and

f. preliminary outcome measures to assess whether the project is successful upon completion;

3. For all existing projects seeking funding in the proposed budget, a status report on whether the project's major milestones identified at the time of the first and subsequent budget appropriations have been achieved; and

4. A list of all projects with active appropriation authority, including projects not seeking funding in the proposed budget and the unexpended appropriation for each project.

B. Beginning in 2019, and every fourth year thereafter, the chief information officer shall prepare a strategic information technology plan for council adoption by motion. The strategic information technology plan, and the motion for adoption of the plan, shall be transmitted to council by December 31 of the year it is prepared, with annual updates provided by April 30 starting in the year two of the four-year plan. The plan should include, for the subsequent four calendar years:

1. A vision statement for the coordination of technology management and investment across the county;

2. A description of the current environment, strengths, weaknesses, opportunities and challenges for individual planning issue areas;

3. A list of recommended objectives, with description;

4. The approach to achieve the desired outcomes for each strategic objective;

5. The accomplishments towards meeting objectives from previous approved strategic plans, when objectives have not been met and a discussion of the obstacles towards meeting those objectives;

6. Appendices supporting the recommended objectives; and

7. Appendix defining appropriate strategic performance metric or metrics for each recommended objective in the plan. (Ord. 18432 § 8, 2016).

2A.380.300 Strategic advisory council.

A. The strategic advisory council is hereby created. The strategic advisory council shall act in an advisory capacity to the executive in developing long-term strategic objectives and planning and implementing for information technology deployment countywide. The voting members shall be the executive, two representatives of the King County council's choosing, the sheriff, the prosecuting attorney, the assessor, the chief information officer, the presiding judge of the superior court, the presiding judge of the district court, the director of elections and the chief information officer. The nonvoting advisory members shall be up to eight external advisors from the private sector to be selected by both the chair and the chief information officer, each to serve a two-year term, and up to two external advisors from the public sector to be selected by the chair and the chief information officer, each to serve a two-year term.

B. The strategic advisory council shall:

1. Develop and recommend strategic objectives for information technology deployment countywide;

2. Review information technology proposals for their alignment with adopted strategic objectives;

3. Review and endorse the information technology strategic plan and all updates to it;

4. Review policy-related transmittals to the county council that are proposed by the executive for large countywide information technology projects; and

5. If necessary, review and endorse information technology standards, policies and guidelines recommended by the chief information officer for countywide adoption.

C. The executive shall serve as the chair of the strategic advisory council.

D. Votes shall be taken by roll call and recorded on all recommendations and endorsements. Meeting minutes shall include issues and concerns raised by members for consideration by the chief information officer.

E. Members of the strategic advisory council shall serve without compensation. (Ord. 18432 § 10, 2016; Ord. 15559 § 8, 2006; Ord. 14155 § 2, 2001. (Formerly K.C.C. 2.16.07582).

2A.380.310 Business management council.

A. The business management council is hereby created. The business management council shall act in an advisory capacity to the county's chief information officer in carrying out duties related to developing short-term, mid-term and strategic objectives for information technology countywide, in recommending information technology proposals for funding and in developing standards, policies and guidelines for implementation. The members shall be the chief information officer and each agency's deputy director or business manager, designated by the agency's director, who is familiar with that agency's business and operations and has authority to commit resources and speak with the authority of the agency when participating in business management council meetings.

B. The business management council shall:

1. Review information technology proposals made by individual members, groups of members or ad hoc committees;

2. Assess short-term, mid-term strategic value and risk of information technology proposals;

3. Assess alignment of information technology proposals with agency business plans, agency technology plans and adopted strategic objectives;

4. Recommend information technology proposals for funding and for inclusion in the technology business plan and the information technology strategic plan;

5. Review and endorse proposed information technology standards, policies and guidelines and recommend to the chief information officer for countywide adoption;

6. Review and provide recommendations for finalizing the technology business plan; and

7. Review operations management issues as needed.

C. The King County chief information officer shall serve as the chair of the business management council and shall designate a vice-chair as needed.

D. The chief information officer may convene an ad hoc committee as the chief information officer determines to be necessary for the business management council to focus on specific topics or to address the needs of a group of agencies. An ad hoc committee shall review topics and report findings to the chief information officer and the business management council.

E. Votes on all recommendations and endorsements shall be taken by roll call and recorded. Meeting minutes shall include issues and concerns raised by members for consideration by the chief information officer.

F. Members of the business management council shall serve without

compensation. (Ord. 18432 § 12, 2016: Ord. 17488 § 3, 2012: Ord. 15559 § 9, 2006: Ord. 14155 § 3, 2001. Formerly K.C.C. 2.16.07583).

2A.380.320 Technology management board.

A. The technology management board is hereby created. The board shall act in an advisory capacity to the county's chief information officer on technical issues including policies and standards for information security, applications, infrastructure and data management. The members shall be the chief information officer, each agency's information technology director or manager, designated by the agency's director, who is familiar with the agency's technology needs and operations and information technology service delivery managers for executive branch departments.

B. The technology management board shall:

1. Review the strategic objectives recommended by the strategic advisory council and assess issues related to the ability of the technology infrastructure to support them;

2. Review the business objectives and information technology proposals recommended by the business management council and assess issues related to compliance with the county's technology standards and policies and the impact to the technology infrastructure required to support them;

3. Develop or review information technology program proposals that support the strategic and business objectives of the county;

4. Develop or review technology program proposals that promote the efficient operation and management of technology infrastructure, applications and data;

5. Recommend technology program proposals for funding and for inclusion in the technology business plan and the information technology strategic plan;

6. Review and provide recommendations for finalizing the King County technology business plan; and

7. Review and endorse information technology standards, policies and guidelines for countywide use. Information technology standards, policies and guidelines with business implications shall be referred to the business management council for endorsement for countywide use.

C. The chief information officer shall serve as the chair of the technology management board and shall designate a vice-chair as needed.

D. The chief information officer may convene an ad hoc committee that the chief information officer determines to be necessary for the technology management board to focus on specific topics or issues. [The] committee shall review topics and report its findings to the chief information officer and the technology management board.

E. Votes on all recommendations shall be taken by roll call and recorded. Meeting minutes shall include issues and concerns raised by members for consideration by the chief information officer.

F. Members of the technology management board shall serve without compensation. (Ord. 18432 § 14, 2016: Ord. 17488 § 4, 2012: Ord. 15559 § 10, 2006: Ord. 14155 § 4, 2001. Formerly K.C.C. 2.16.07584).

2A.380.330 Project review board.

A. The project review board is hereby created. All information technology projects shall participate in an oversight process established by the project review board and the chief information officer. The board shall act in an advisory capacity to the chief information officer in:

1. Endorsing project management methodology for countywide use;
2. Implementing the project management oversight including, but not limited to, review of information technology project status, plans, risk and progress and approval of incremental release of project funding;
3. Recommending budgetary changes, suspension or general shutdown of approved information technology projects; and
4. Recommending independent quality assurance reviews.

B. The members of the project review board shall be the chief information officer, the deputy county executive, the director of the office of performance, strategy and budget and the director of the department of executive services.

C. The chief information officer shall serve as the chair of the project review board.

D. An ad hoc project review team may be convened to focus on specific projects as determined to be necessary by the project review board. Each ad hoc project review team shall include the project's sponsoring agency director. An ad hoc project review team shall report its findings to the project review board.

E. Votes on all recommendations and endorsements shall be taken and recorded. Meeting minutes shall include issues and concerns raised by members for consideration by the chief information officer. (Ord. 18432 § 16, 2016: Ord. 16960 § 12, 2010: Ord. 15559 § 11, 2006: Ord. 14561 § 5, 2002: Ord. 14155 § 5, 2001. Formerly K.C.C. 2.16.07585).