

# Nebraska Information Technology Commission

--State Government Council Charter-- **REVISED DRAFT**

## 1. Introduction

The Nebraska Information Resources Cabinet ("IRC") was created in January 1996 by Executive Order 96-1. The IRC was re-established as the Government Council of the Nebraska Information Technology Commission (hereafter referred to as "Commission") through Executive Order 97-7 in November 1997. The Commission became a statutory body in Laws 1998, LB 924, and the Commission re-established the State Government Council (hereafter referred to as "Council").

## 2. Purpose

The purpose of this Charter is to clarify the role of the Council and its relationship with the Commission.

## 3. Authority

The Nebraska Information Technology Commission shall: "Establish ad hoc technical advisory groups to study and make recommendations on specific topics, including work groups to establish, coordinate, and prioritize needs for education, local communities, and state agencies[.]" Neb. Rev. Stat. § 86-516(7).

"Information technology means computing and telecommunications systems, their supporting infrastructure, and interconnectivity used to acquire, transport, process, analyze, store, and disseminate information electronically." Neb. Rev. Stat. § 86-507

## 4. Commission Mission and Responsibilities (~~Neb. Rev. Stat. § 86-516~~)

### 4.1 Commission Mission

"The mission of the Nebraska Information Technology Commission is to make the State of Nebraska's investment in information technology infrastructure more accessible and responsive to the needs of its citizens regardless of location while making government, education, health care and other services more efficient and cost effective."

### 4.2 Commission Responsibilities: (~~Neb. Rev. Stat. § 86-516~~)

4.2.1 ~~Adopt~~ **Annually by July 1, adopt** policies and procedures used to develop, review, and annually update a statewide technology plan;

4.2.2 Create ~~a technology an~~ information ~~technology~~ clearinghouse to identify and share best practices and new developments, as well as identify existing problems and deficiencies;

4.2.3 Review and adopt policies to provide incentives for investments in information technology infrastructure services;

4.2.4 Determine a broad strategy and objectives for developing and sustaining information technology development in Nebraska, including long-range funding strategies, research and development investment, support and maintenance requirements, and system usage and assessment guidelines;

4.2.5 Adopt guidelines regarding project planning and management, information-sharing, and administrative and technical review procedures involving state-owned or state-supported technology and infrastructure. Governmental entities, state agencies, and political subdivisions shall submit projects ~~that~~which directly utilize state-appropriated funds for information technology purposes to the process established by ~~NEB. REV. STAT. §§sections~~ 86-512 to 86-524. Governmental entities and political subdivisions may submit other projects involving information technology to the ~~Commission~~commission for comment, review, and recommendations;

4.2.6 Adopt minimum technical standards, guidelines, and architectures upon ~~recommendation-~~ by the technical panel;

4.2.7 Establish ad hoc technical advisory groups to study and make recommendations on specific topics, including work-groups to establish, coordinate, and prioritize needs for education, local communities, and state agencies;

4.2.8 ~~Make~~By November 15 of each even-numbered year, make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel, for which new or additional funding is requested;

4.2.9 Approve grants from the Community Technology Fund and Government Technology Collaboration Fund;~~and~~

4.2.10 Adopt schedules and procedures for reporting needs, priorities, and recommended projects;~~;~~ and

4.2.11 Assist the Chief Information Officer in developing and maintaining Network Nebraska pursuant to section 86-5,100.

## **5. Council Mission and Responsibilities**

### **5.1 Council Mission**

To provide direction and oversight for state government information technology vision, goals and policy.

### **5.2 Council Responsibilities**

5.2.1 Establish, coordinate, and prioritize technology needs for state agencies;

- 5.2.2 Review and make recommendations to the Commission on requests for funds from the Government Technology Collaboration Fund;
- 5.2.3 Review and make recommendations to the Commission on agency technology projects requesting new or additional funding as part of the state budget process;
- 5.2.4 Assist the Commission in developing, reviewing and updating the statewide technology plan;
- 5.2.5 Recommend planning and project management procedures for state information technology investments;
- 5.2.6 Evaluate and act upon opportunities to more efficiently and effectively deliver government services through the use of information technology;
- 5.2.7 Recommend policies, guidelines, and standards for information technology within state government; and
- 5.2.8 Such other responsibilities as directed by the Commission.

## 6. Membership

### 6.1 Number of Members

The Council shall have ~~24~~<sup>25</sup> Members.

### ~~6.2 Agency Directors or Representatives:~~

### 6.2 Representation

- 6.2.1 The agency director or his or her designee from the following agencies:
  - 6.2.1.1 Department of Roads
  - 6.2.1.2 Department of Motor Vehicles
  - 6.2.1.3 Department of Revenue
  - 6.2.1.4 Crime Commission
  - 6.2.1.5 Department of Health and Human Services - Finance and Support
  - 6.2.1.6 Department of Administrative Services (~~"DAS"~~)
  - 6.2.1.7 Department of Labor
  - 6.2.1.8 Governor's Policy Research Office

- 6.2.1.9 Department of Natural Resources
- 6.2.1.10 Department of Correctional Services
- 6.2.1.11 Department of Environmental Quality
- 6.2.1.12 Nebraska State Patrol

### **6.3 Others**

#### 6.2.1.13 Department of Banking and Finance

#### 6.3.2.2 Other Members

6.2.2.1 Secretary of State

~~6.3.2.2.2~~ Chief Information Officer

~~6.2.2.3-3 DAS – IM Services,~~ Office of the CIO - IT Administrator,  
Enterprise Computing Services

#### ~~6.3.4 DAS – Division of Communications, Director~~

#### 6.2.2.4 Office of the CIO - IT Administrator, Network Services

~~6.3.2.2.5~~ State Budget Administrator

~~6.3.2.2.6~~ State Court Administrator

~~6.3.2.2.7~~ Workers' Compensation Court Administrator

~~6.3.2.2.8~~ Department of Education, Administrator for Education Support Services

~~6.3.2.2.9~~ One additional representative of Non-Code state agencies, to be appointed by the Commission

~~6.3.2.2.10~~ Two (2) representatives of major private sector information technology users, to be appointed by the Commission

#### ~~6.4 Others~~ 6.2.3 Other Members - Nonvoting

~~6.4.2.3.1~~ Legislative Fiscal Office, Director

### 6.3 Alternates

Each member of the Council may designate one (1) official voting alternate. This official voting alternate shall be registered with the Office of the Chief

Information Officer and, in the absence of the official member, have all the privileges as the official member on items of discussion and voting.

## **7. Meeting Procedures**

### **7.1 Chair**

The Chief Information Officer shall serve as the Chair of the Council.

### **7.2 Quorum ~~and Alternates~~**

~~An official~~ quorum consists of at least 50% of the voting membership. ~~Each member of the Council may designate one (1) official voting alternate. This official voting alternate shall be registered with the Office of the Chief Information Officer and, in the absence of the official member, have all the privileges as the official member on items of discussion and voting.~~

### **7.3 Voting**

Issues shall be decided by a majority vote of the voting members present.

### **7.4 Non-Member Agencies**

Attendance and input by non-member state government agencies is encouraged. The director of a non-member agency may submit to the Council the name of a contact person within his or her agency to receive notification of Council meetings.

### **7.5 Meeting Frequency**

The Council shall meet not less than four times per year.

### **7.6 Notice of Meetings**

7.6.1 Notice of the time and place of each meeting of the Council shall be made at least seven (7) calendar days prior to the meeting. Notice shall be published on the Council's ~~World Wide Web page~~ website at <http://www.nitc.state.ne.us/>.

7.6.2 The notice shall contain an agenda of subjects known at the time of the publicized notice or a statement that the agenda shall be readily available for public inspection at the Office of the Chief Information Officer, ~~521~~ 501 S. 14<sup>th</sup> Street, ~~Suite 200~~ 4<sup>th</sup> Floor, Lincoln, NE, during normal business hours by appointment.

### **7.7 Subcommittees**

7.7.1 Subcommittees will be designated by vote of the Council to address specific topics.

7.7.2 Pursuant to provisions of Neb. Rev. Stat. § 84-1409(1), subcommittees of the Council shall not be required to provide notice of meetings.

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Approved by the Nebraska Information Technology Commission on June 29, 1999.  
Amendments approved by the NITC on June 13, 2001 and September 16, 2002.