



NC DEPARTMENT OF **HEALTH AND HUMAN SERVICES**

Charter of the Information Technology Governance Body

Created: October 3, 2006

Updated: August 1, 2023

I. Name

This charter constitutes a standing body named the DHHS Information Technology Governance Body. The short name for this standing body shall be the ITGB.

II. Mission

The mission of the ITGB shall be to plan, approve, prioritize, and direct DHHS' information technology (IT) initiatives to ensure successful and timely implementation of IT initiatives, eliminate duplication, gain efficiencies, and mitigate IT risks.

III. Responsibilities

The duties of the ITGB are as follows:

- Determine and consistently apply criteria for prioritizing and deciding on IT investments across DHHS
- Review and approve any IT component of DHHS expansion budget requests.
- Review and approve any IT component of DHHS grant opportunities.
- Pursue opportunities to benefit from enterprise-wide, multi-divisional or statewide solutions that best meet the business needs of DHHS and the respective divisions/offices.
- Facilitate approval of DHHS' IT initiatives by the Office of State Budget and Management (OSBM), Office of the State Controller (OSC) and the State Chief Information Officer (SCIO), when required.
- Review and approve significant resource, scope and/or schedule changes to DHHS IT initiatives.
- Review "dashboard" status updates on DHHS' IT initiatives provided by the DHHS Project Management Office (PMO), and revise prioritization and resource allocation as needed.
- Facilitate a forum for sharing responsibility and ownership of actions and outcomes surrounding IT investments across DHHS divisions, offices, and facilities.

IV. Duration

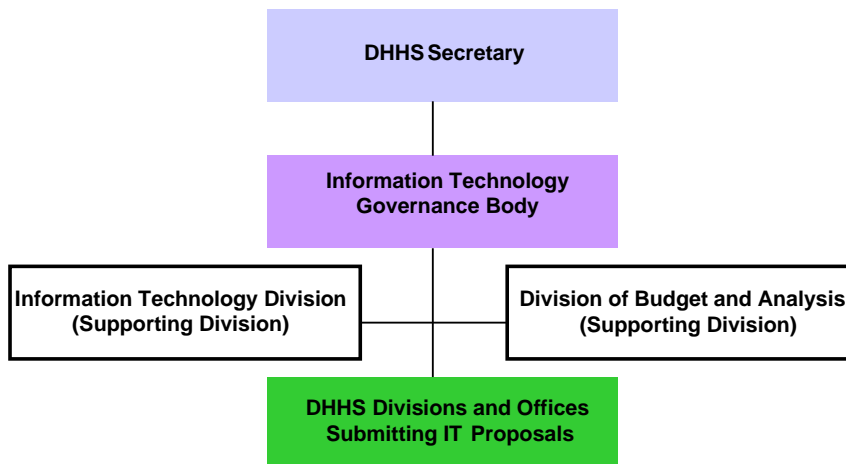
The ITGB shall be in existence until formally discontinued by the DHHS Secretary in writing.

V. Establishment and Organization

The ITGB shall exist at the pleasure of the Secretary of DHHS. The Office of the Secretary shall determine which divisions and offices are represented on the ITGB.

Figure A illustrates the organizational structure for the ITGB.

Figure A. Coordination and Reporting Structure for DHHS IT Proposals



VI. Management Relationships and Duties

A. Official Members

Membership of the ITGB shall be comprised of senior business leaders throughout DHHS and appointed by the Secretary. The list of individuals who serve on the ITGB will be maintained by the Executive Assistant to the DHHS Chief Information Officer (CIO)/ITGB Chair.

B. Chair

The DHHS CIO will serve as the ITGB Chair. The Chair shall have the authority to delegate functions and responsibilities to the extent that this charter does not expressly prohibit such delegation.

The Chair shall set agendas for and preside over meetings of the ITGB. The Chair shall ensure that the actions of ITGB meetings are recorded and distributed.

C. Vice-Chair

The DHHS Chief Financial Officer (CFO) will serve as the ITGB Vice-Chair. The Vice-Chair shall preside over ITGB meetings in the Chair's absence.

D. Meetings

The Chair shall establish a schedule for the regular monthly meetings of the ITGB. The Chair may call ad hoc meetings as needed based on specific requests. Written notices may be in the form of email.

E. Voting Members of the ITGB

DHHS senior business leaders and/or directors listed below are voting members of the ITGB:

- CIO (Chair)
- CFO (Vice Chair)
- Chief of Technology Services
- Chief Deputy Secretary for Health
- Deputy Secretary for Opportunity and Well-Being
- Deputy Secretary for Operational Excellence
- Deputy Secretary for NC Medicaid
- Chief Transformation Officer
- Chief Health Equity Officer
- Chief Data Officer (CDO)
- Director, PSO
- Assistant Secretary Office of Procurement, Contracts and Grants
- Secretary's Appointee(s)

F. Non-Voting Members of the ITGB

Divisional business leadership, Division of Budget and Analyses, and DHHS IT leadership and staff will be included on meetings as needed.

G. Staff Providing Support to the ITGB

Staff from the following divisions will also provide support and consultation to the ITGB per the *ITGB Planning Procedures* and as requested:

- DB&A
- ITD

VII. Quorums and Voting

A quorum for conducting business and making recommendations regarding actions for items coming before the ITGB shall consist of two thirds of Voting Members, i.e., at least eight Voting Members plus the Chair. If the position of a voting member is vacant, quorum shall be adjusted accordingly.

Each voting member shall designate an alternate who would participate and provide decisions if the designated voting member is unable to attend the meeting.

Matters considered by the ITGB shall be decided by a simple majority vote of the Voting Members in attendance at the meeting. The ITGB Chair, or Vice-Chair if presiding over the meeting, shall only vote in the event of a tie vote among ITGB Voting Members.

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