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Digital Arizona Council Operating Principles

Prepared by the Arizona Strategic Enterprise Technology Office

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Purpose and Functions

The Digital Arizona Council (DAC or Council) is established as a grant-funded, advisory body that will operate under the following self-directed structure:

A Digital Arizona Council is established consisting of the State of Arizona CIO or designee and other advisory members. Gubernatorial appointments are not applicable at this time.

Management and support of the Council is placed in the Arizona Strategic Enterprise Technology Office (ASET) referred to hereafter as Agency:

Definitions

- 'Agency' means the Arizona Strategic Enterprise Technology Office
- 'State CIO' means the State of Arizona Chief Information Officer (CIO).

The Digital Arizona Council shall make recommendations to the Agency regarding the development and maintenance of work plans to outline areas of work to be performed and appropriate schedules for at least the following:

- The development of an Arizona Statewide Strategic Broadband Plan (SSBP).
- The development, promotion and use of a Statewide Broadband Policy.
- The promotion Geographical Information System (GIS) Broadband Mapping results.
- The establishment of committees and workgroups, as necessary
 - Policy workgroup
 - Political and Subdivision workgroup
 - Economic Development and Tribal workgroup
 - Carrier/Provider workgroup
- The identification of priorities and essential tasks determined by a task or working group.
- The development of a timeline for project activities.
- Coordination with state government leadership and political subdivisions.

- Coordination with economic development and tribal subdivisions.
- Coordination with regional broadband organizations.
- Coordination with National Broadband Plan and national organizations.
- Development of a broadband advisory group under Arizona Telecommunications and Information Council (ATIC) to provide:
 - Guidance regarding technology
 - Realistic understanding of business models
 - Information on state infrastructure
 - Information of policy needs and direction

The Council shall provide support for a future standing advisory committee of the DAC if, in fact, such an advisory body is formed and deemed necessary by the Council. An advisory committee would advise the parent body on technical and operational broadband matters. The DAC would take the recommendations of the advisory committee into consideration, but would be under no obligation to follow its recommendations

Strategic Initiatives

The key strategic Initiatives and related objectives for advancing broadband availability and use throughout the state are to be set forth in the State Strategic Broadband Plan (SSBP). The following items may be outlined for each of the Strategic Initiatives within the SSBP:

- Initiative Description
- Priority
- Term/Timeframe
- Lead/Owner
- Primary Participants
- Gap Statement
- Action Plan
- Objectives
- Performance Measures
- Critical Success Factors/ Risks
- Funding

The State Strategic Broadband Plan (SSBP) Initiatives may be mapped to statutory purposes and functions and may also be posted on state broadband project web portal. The purpose and reach of the Council are impacted by the budgetary resources allocated to the above activities. Grant funding may be sought to enable it to advance or continue these initiatives.

Membership

The membership of the Council (membership, appointment, terms, meetings) shall be determined as follows:

- A Digital Arizona Council is established in the Agency consisting of the State CIO/Designee and other advisory members who are appointed by the State CIO/Designee in advisement with, and recommendations from, the Agency.
- Membership invitations shall be made so that eight rural economic development regions in Arizona are as equally represented on the Council as possible.
- Members shall serve three year terms, or at the will of the State CIO/Designee, or until a replacement is confirmed.

Appointments

Nominations shall be made by the State CIO/Designee and/or current council members. Consent of the Agency shall be required for each nominee.

Meetings and Quorums

Frequent Council meetings shall be encouraged as follows:

- The Digital Arizona Council shall meet quarterly or on call of the State CIO/Designee who shall serve as chairman.
- A meeting is defined as: the gathering, in person or through technological devices, of a quorum of members of a public body at which they discuss, propose or take advisory action, including any deliberations by a quorum with respect to such action.
- A quorum means a majority of the entire membership of the body. Vacancies on the Council are not considered in determining a quorum.

Public Meeting Forum

All DAC meetings shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings.

Council members should avoid communicating with one another by e-mail or phone (other than through participation in committees or workgroups) on matters related to Council business, to avoid any potential conflicts with public meeting requirements.

Executive Sessions

The DAC upon a majority vote of a quorum of the members, may hold an executive session on any listed agenda items pursuant to ARS Section 38-431.03 (A) (2), (3) and (4). If authorized by a majority vote, the executive session will be held immediately after the vote and will not be open to the public.

Agendas

The DAC agenda is developed by the DAC Chairman and the ASET Office. Parties interested in suggesting agenda items for DAC meetings should contact the ASET Office at (480) 652-0384 or jeffrey.crane@azdoa.gov.

Agendas may include the following types of items:

- Approval of past meeting minutes
- Regional broadband updates
- Key state agency broadband system updates
- ASET Office multiple project updates
- Task/Workgroup updates
- Items for approval (i.e., policy, procedure, outreach etc.)
- Items for DAC advice (i.e., rural outreach, economic development, task/workgroup items)
- DAC task/ workgroup updates
- Call to the public

Any agenda item on which the Council may be asked to take action will be specified as an action item on the agenda.

Protocols; Calls to the Public

DAC meetings are formally called to order by the Chairman. The Chairman manages the meeting in accordance with the meeting agenda.

The Chairman, at its discretion, may ask members of the organizations in attendance to provide input on or comment regarding an agenda item. A council member, at its discretion, may suggest that a member of the organizations in attendance, who has knowledge about an agenda item under discussion, could provide valuable input to the Council. All such input may be regulated by the Chairman, in terms of duration and number, to assure that the meeting stays within agenda parameters.

If neither the Chairman nor a council member call for input on a particular agenda item, then an attendee can provide input during the 'Call to the Public' segment of the meeting. At public meetings, calls to the public are handled in accordance with ARS 38-431.01. Comment cards will be available at each meeting to facilitate stakeholder input during the Call to the Public segment of the meeting. In accordance with ARS 38-431.01.H, council members may respond to comments made during the Call to the Public, may ask staff to review a matter, may refer a matter to a task/workgroup or may ask that a matter be placed on a future meeting agenda.

Task / Workgroups

The DAC has the ability to establish task/workgroups on matters under consideration by the DAC.

Task/workgroups can be standing groups or ad hoc groups formed or disbanded as needed by the DAC or the Chairman. Task/workgroups will be staffed by the ASET Office.

Each task/workgroup shall have a stated purpose and shall confine its activities to that purpose.

Workgroup meetings are not conducted as public meetings.

Task/workgroups shall report on their activities and provide related advice at DAC (open, public) meetings. The advice of these groups will be advisory only.

Interested members of organizations that DAC serves shall be eligible to serve on DAC task/workgroups. Task/workgroups may have additional criteria for participation established by the DAC to enable efficient accomplishment of their purposes, including the inclusion of subject matter experts or consultants.

Expenses

Council members can be reimbursed for expenses in accordance with ARS subsection E of 41-3541:

- Council members are eligible for reimbursement of expenses pursuant to title 38, chapter 4, article 2.
- Council members who wish to be reimbursed should contact the ASET Office.

Conflicts of Interest

Council members must disclose any conflicts of interest in accordance with 38-503.

- 38-503. Conflict of interest; exemptions; employment prohibition: Any public officer or employee who has, or whose relative has, a substantial interest in any decision of a public agency shall make known such interest in the official records of such public agency and shall refrain from participating in any manner as an officer or employee in such decision.

ASET Actions

Enumerated duties of the ASET Office of the Arizona Department of Administration (ADOA) are:

- Employ personnel as required with available monies.

- Enter into contracts to assess, develop, and manage broadband development projects.
- Accept grants, fees and other monies for use by the agency and the Council.
- Enter into agreements to carry out the purposes of the Council.
- Request cooperation from any state agency for the purposes of this Council.

The current activities and plans of the ASET Office as they relate to the DAC are:

- Arizona’s Broadband Representative
- Planning & Consulting
- Funding & Reporting
- Logistics & Operations
- Stakeholder Engagement & Interactions

Reporting

ASET and DAC are required to submit reports as follows:

The Council shall annually submit a report of its activities and recommendations to the State CIO who will subsequently distribute the report to applicable government and non-government bodies as deemed appropriate.

Glossary

DAC	Digital Arizona Council
Agency	Arizona Strategic Enterprise Technology Office, State of Arizona
ARS	Arizona Revised Statute
ATIC	Arizona Telecommunications and Information Council
Chairman	State CIO/Deputy Director of AZ Department of Administration or his/her designee
Council	Digital Arizona Council
NGO	Non-Governmental Organization