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POLICY TRANSMITTAL NO. 10-39  
ADMINISTRATIVE SERVICES

DATE: JULY 27, 2010  
DEPARTMENT OF HUMAN SERVICES  
OFFICE OF INTERGOVERNMENTAL  
RELATIONS AND POLICY

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TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OKDHS:2-40, Table of Contents; 2-40-50; and 2-40-51.

EXPLANATION: OKDHS:2-40-50 is issued to explain the function and membership of the Information Technology Portfolio Management Governance Board (IT Governance Board).

OKDHS:2-40-51 is issued to explain the function and membership of the Web Governance Board.

Original signed on 7-15-10

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Paula Hearn, Chief Administrative Officer  
Administrative Services

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Sandra Harrison, Coordinator  
Office of Intergovernmental Relations and  
Policy

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WF # 10-R (NAP)

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**INSTRUCTIONS FOR FILING MANUAL MATERIAL**

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following an "OKDHS" number, such as personnel policy at OKDHS:2-1 and personnel rules at OAC 340:2-1. The "340" is the Title number that designates OKDHS as the rulemaking agency; the "2" specifies the Chapter number; and the "1" specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, OKDHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, OKDHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at 405-521-4326.

**REMOVE**

OKDHS:2-40, Table of Contents

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**INSERT**

OKDHS:2-40, Table of contents. 1 page only, revised 8-1-10

OKDHS:2-40-50, 1 page only, issued 8-1-10

OKDHS:2-40-51, 1 page only, issued 8-1-10

**OKDHS SUBCHAPTER 40. EXECUTIVE****PART 2. AUDIT OVERSIGHT**

## Section

- OKDHS:2-40-21. The Audit Oversight Committee
- OKDHS:2-40-22. Division responsibilities
- OKDHS:2-40-23. Audit Oversight Committee responsibilities

**PART 3. GRANT MANAGEMENT PLAN**

- OKDHS:2-40-30. Purpose and scope of grants
- OKDHS:2-40-31. Scope **[REVOKED]**
- OKDHS:2-40-32. Approval of grants
- OKDHS:2-40-33. Proposal cycle **[REVOKED]**
- OKDHS:2-40-34. Management reviews/approvals **[REVOKED]**
- OKDHS:2-40-35. Grant management responsibilities **[REVOKED]**
- OKDHS:2-40-36. Marketing **[REVOKED]**

**PART 5. GOVERNANCE**

- OKDHS:2-40-50. Information Technology Portfolio Management Governance Board
- OKDHS:2-40-51. Web Governance Board



**OKDHS:2-40-50. Information Technology Portfolio Management Governance Board**

Issued 8-1-10

(a) **Purpose.** The Information Technology Portfolio Management Governance Board (IT Governance Board) is charged with reviewing, approving, and recommending for funding and resource level all information technology projects. Board members assess project technical validity and value, and ensure cross-division planning, scheduling, and compatibility of projects.

(b) **Membership.** The board is composed of 13 members appointed by the Oklahoma Department of Human Services (OKDHS) chief officers as follows:

(1) chief administrative officer – two members;

(2) general counsel – one member;

(3) chief financial officer - one member;

(4) chief information officer - one member;

(5) chief coordinating officer - four members;

(6) chief operating officer - three members; and

(7) the chief information officer.

(c) **Bylaws.** The IT Governance Board adopts, alters, or amends bylaws that must be ratified by the Director and chief officers.



**OKDHS:2-40-51. Web Governance Board**

Issued 8-1-10

(a) **Purpose.** The Web Governance Board is charged with implementing policy and processes to manage short-term and long-range goals, establishing standards, facilitating cross-agency collaboration, mitigating ambiguity, promoting agency-wide standards for best practices along with resolving conflicting cross-agency needs and priorities, and offering recognition and support to the Oklahoma Department of Human Services (OKDHS) Web community.

(b) **Membership.** The board is composed of eight members appointed by the OKDHS chief officers as follows:

- (1) chief administrative officer – one member;
- (2) general counsel – one member;
- (3) chief financial officer – one member;
- (4) chief information officer – one member;
- (5) chief coordinating officer – two members; and
- (6) chief operating officer – two members.

(c) **Bylaws.** The Web Governance Board adopts, alters, or amends bylaws that must be ratified by the Director and chief officers.