County of Marin

ATOM

Administrative Technologies of Marin

Steering Committee

Charter

County of Marin

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Version 1.0
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Mission

The Administrative Technologies of Marin (ATOM) Executive Steering Committee will oversee the governance and strategy for the Marin Enterprise Resource Integration Team (MERIT) supporting the SAP Application and the future ERP replacement solution. The ATOM Steering Committee will focus its efforts on ensuring consistent and deliberate progress towards implementation of a business process and technology solution that aligns the overall goals of the Administrative Services Team with the organizational goals for the County of Marin, while maintaining consistent strategic guidance for the MERIT application during its retirement phase. The core business focus of the ATOM Steering Committee comprises the operations of business systems that make up the Finance & Logistics, Human Resources, Payroll, and Budget operational functions.

Objectives

The ATOM Steering Committee will oversee all issues of strategic importance to enterprise applications that operate across departments, supporting Finance & Logistics, Human Resources, Payroll, and Budget business functions for the County of Marin:

- **MERIT**
  - Provide guidance on critical business objectives during the remaining useful life of the SAP system
- **Future Technology Solution**
  - Define business objectives and scope for the new system
  - Oversee all RFP processes related to the new system and communicate recommendations to the Board of Supervisors through the County Administrator as appropriate
  - Provide strategic guidance for the gestation and life of the new system
- **Business Process Change**
  - Provide countywide leadership to implement the business process change needed to enable efficient back office administration of vital data
  - Collaborate closely with County departments, districts and agencies to understand specific business requirements and to standardize business process with all reasonable efforts
Guiding Principles

The ATOM Steering Committee will approach decisions in the context of the entire county. Committee members will expect

- Honest negotiations and active participation
- Timely, open, and respectful communications among all stakeholders and guests
- Informed decisions that acknowledge unique departmental needs, but consider what is best for the entire County of Marin

Meetings

Meetings will generally be held monthly and will be scheduled for 1 ½ hours. Additional meetings will be called as required and agreed upon by the committee members. Meeting agendas will be published in advance of all scheduled sessions with opportunity for feedback on planned discussion topics. Meeting minutes will be published for every session. The administrative functions of the meetings will be handled by the ATOM Facilitator (see below)

With these guidelines as a basis, the committee will self-determine its need for other operational procedures.

Communications Plan

Regular communications with the user community and county executives will be a critical success factor for the next phase of administrative technology solutions at the county. Key stakeholders will be engaged during the lifecycle of the SAP MERIT retirement process and the implementation process of the new system. Along the way, regular communications will be submitted to keep the county informed of the status of MERIT and the county’s future administrative technology solution.

Key Communications Stakeholders:
- Board of Supervisors
- Public Interests
- User Community (operations users and self-service users)
- Executive Management teams

The ATOM Steering Committee is committed to strong communications practices and will be responsible for monthly reporting status on SAP and the Future Technology Solution to Executive Management teams. Consistently formatted status reports will be published
quarterly to internal-facing sites on the MINE for countywide consumption. In addition, milestone reports will be published to the Board of Supervisors and upon request by County stakeholders. Communications to the public will be created at the request of the BOS or as deemed appropriate by the ATOM sponsor.

Committee members are responsible for providing and representing information on the departmental perspectives to the collective committee. It is the responsibility of the members to represent the interests of their respective user communities to ensure universal acceptance of the systems that support the administrative services related to Finance & Logistics, Human Resources, Payroll, and Budget.

Committee members whenever possible will produce and use a uniformly prepared and worded message to be disseminated to their respective audiences. The primary purpose of these messages (e.g. bulleted items) is to publish the common understanding that has been reached between stakeholders and to reduce the opportunity for misinterpretation. If executed correctly, the entire County will be delivered and consuming the same message.

**Membership**

Committee membership consists of 5 voting members with guests invited as deemed necessary. Committee members and the Committee facilitator have the authority to invite guests as they individually deem appropriate. The core purpose for this committee is to oversee business systems related to the operations of Finance & Logistics, Human Resources, Payroll, and Budget.

Committee Sponsor:

**County Administrator,** Matthew Hymel

Committee Members:

**Chief Assistant County Administrator,** Mona Miyasato  
**Director of Finance,** Gary Burroughs (Interim Director)  
**Director of Human Resources,** Joanne Peterson  
**Director of IST,** David Hill  
**Chief Assistant Director of Public Works,** Bob Beaumont

Committee Facilitator:

**Enterprise Business Systems Manager,** Tim Flanagan
The Steering Committee shall first seek approval of items by consensus. Appointed representatives may cast an approval vote for absent members when decision points are known in advance and prior discussions have occurred with the voting member. Committee members must always appoint a representative with granted authority when they are unable to attend.

**Organizational Context**

The ATOM sponsor has placed this committee in the organization at a level that provides direct recommendations and requests to the County Administrative Office (CAO) for the County of Marin. Enterprise level decisions that require approval above the authority levels of the ATOM committee membership will be put before the CAO for final decision and potential presentation to the Board of Supervisors.

The ATOM Advisory Group (see Appendix A) provides critical advice and makes recommendations to the ATOM Executive Steering Committee. Every department has a designated representative on the ATOM Advisory Group. This person is empowered by their respective department directors to represent the department’s interests for Finance & Logistics, Human Resources, Payroll, and Budget and to implement changes in the department. Additionally, the CAO’s office commits to sponsoring a Leadership Council Advisory Committee to ensure that enterprise level decisions are clearly communicated and vetted by the senior leadership of the county.
Committee Signatures

**ATOM Sponsor**

Name: Matthew Hymel  
Title: County Administrative Officer  
Signature: [Signature]  
Date: 6/1/11

**Committee Membership**

Name: Gary Burroughs  
Title: Interim-Director of Finance  
Signature: [Signature]  
Date: 6/7/11

Name: David Hill  
Title: Director of IST  
Signature: [Signature]  
Date: 6/17/11

Name: Mona Miyasato  
Title: Chief Assistant CAO  
Signature: [Signature]  
Date: June 7, 2011

Name: Joanne Peterson  
Title: Director of Human Resources  
Signature: [Signature]  
Date: 6/6/11

Name: Bob Beaumont  
Title: Chief Assistant Director DPW  
Signature: [Signature]  
Date: 6/1/11
Appendix A: ATOM Advisory Group

What does the ATOM Advisory Group do?
- Provides critical advice and makes recommendations to the ATOM Executive Steering Committee. The Steering Committee relies on this information when making recommendations to the CAO. The IST Project Manager for the new Countywide software facilitates the ATOM Advisory Group. The group will generally meet monthly for 1½ hours; additional meetings will be convened as required. Meeting agendas will be published in advance of all scheduled sessions with opportunity for feedback on planned discussion topics. Meeting minutes will be published after every session.

Who is in the ATOM Advisory Group?
- Representatives from each County department who are appointed by their respective Department Heads. The ATOM Department Representative plays an important role within the department and with respect to the County’s Finance & Logistics, Human Resources, Payroll, and Budget software systems. This individual is vital to the success of Countywide administrative software systems. The ATOM Department Representative should be empowered to represent the departmental operational interests for Finance & Logistics, Human Resources, Payroll, and Budget and to implement changes in the department. The ATOM Executive Steering Committee will receive recommendations from the ATOM Advisory Group and will utilize the ATOM Department Representatives as change agents to implement new processes in their respective departments.

What does the ATOM Department Representative do?
- Speaks for his or her department in an advisory capacity to the ATOM Executive Steering Committee. Subject matter primarily pertains to the selection, design, implementation, and support of new Finance and Logistics, Human Resources, Payroll, and Budget software and the business policies and procedures that govern it; however, it also pertains to the maintenance of SAP.
- Communicates and implements business process change within his or her department; coordinates with key members of the department, holds meetings, and takes responsibility for the bi-directional information flow that is critical for this project’s success. This person will be the department’s point person for Finance & Logistics, Human Resources, Payroll, and Budget functions for Countywide systems for the life of the project.
- Provides input to the group’s meeting agenda on behalf of the department.
- Attends and/or delegates the meeting to another member of the department, based on agenda topics. Department representation at each meeting is mandatory.