0Idaho Technology Authority (ITA)

IT Leadership Council (ITLC)

Meeting Minutes: August 19, 2014 at 9:30 a.m.
Conference Room B9 of the LBJ Building, 650 West State Street, Boise, Idaho.
(Approved on December 18, 2014)

ATTENDANCE
Members/Alternates Present:
Shannon Barnes, Vice Chair, Transportation Department
Greg Zickau, Office of the CIO
Mike Teller, State Tax Department
Tammy Shipman, State Controller's Office
Dan Raiha, Dept. of Lands
Becky Barton-Wagner, Dept. of Insurance
Bob Nertney, Health Districts (via phone)
Mike Langrell, Idaho Military Division
Kevin Zauha, Dept. of Parks and Recreation (phone)
Glen Gardiner, Dept. of Water Resources
Scott Williams, Div. of Vocational Rehabilitation
Robert Butler, Industrial Commission
Eric Beck, Dept. of Labor
Brad Stallings, Dept. of Fish & Game
       Alt. for Craig Potcher

Members Absent:
Michael Farley, Chair, Dept. of Health & Welfare
Craig Potcher, Dept. of Fish & Game
Joyce Popp, Dept. of Education
Michael Key, Idaho State Police
John Rigby, Dept. of Correction

Others present:
Michael Kalm, Dept. of Labor
Erin Seaman, Office of the CIO
Pam Stratton, Office of the CIO
Cheryl Dearborn, Office of the CIO
Jon Pope, Office of the CIO
Gregory Lindstrom, Division of Purchasing
Bill Farnsworth, Office of the CIO
Nick Powers, DEQ
Lucas Lindemeyer, DataSite (Boise)
Steve Hill, Gartner
Rachel Zahn, Office of the CIO
Chelsea Cameron, Division of Purchasing
Valerie Bollinger, Division of Purchasing
Ariane Evans, Division of Purchasing
Sarah Hilderbrand, Division of Purchasing

CALL TO ORDER
Vice Chair Barnes welcomed everyone and called the meeting to order. Introductions were made.

MINUTES
MOTION: Mike Langrell moved and Becky Barton-Wagner seconded a motion to approve the meeting minutes from June 17, 2014; the motion was approved, with Ms. Shipman abstaining.

PROCUREMENT
Sarah Hilderbrand introduced three new buyers, at the Division of Purchasing (DOP): Valerie Bollinger, Chelsea Cameron and Ariane Evans. All three have public procurement experience.

Ms. Hilberbrand updated the committee on the WSCA contracts. Currently, the state of Minnesota is negotiating with multiple potential contractors to replace those contracts, and they have negotiated extensions through the end of the calendar year. She explained that DOP is currently working to get those extended so that there will be coverage until the end of the calendar year, and then there will be new contracts in place.

Gregory Lindstrom reported that he was working with Cheryl Dearborn on the solicitation to replace the long distance contract.

With regard to video teleconferencing, Mr. Lindstrom explained that Ms. Evans has extended the contracts, and is working to get the solicitation re-released for resellers, so that a logical replacement can be put in place.

Ms. Barnes asked where things stood on the IT services contract, noting that ITD had some major projects with end dates coming up.

Mr. Lindstrom responded that a new service had been identified, and was being looked at to see what changes needed to be made. He noted that DOP would be looking at how to make sure there was no break in service once those contracts end, and that a simple solution would be to have the PSOs stay in effect until the end of a project, so that the subject matter expertise would not be lost.

STRATEGIC PLANNING UPDATES
IT FORUM REPORT: Mr. Teller reported on the Consero IT Forum for county, city and state governments, which he recently attended. Several agencies have moved to Office 365, and it was widely agreed among those who attended the forum that at this point it was best to go through the state network rather than outside of it. He also shared that there was a presentation on disaster recovery and the role of social media given by two counties in Colorado, and it might be worth considering whether to have social media as part of the disaster recovery toolkit in Idaho.

OCIO UPDATE/ITLC STRATEGIC PLANNING: Mr. Zickau updated the committee on the progress of the strategic items OCIO had committed to completing during the 2013 Strategic Planning session. He noted that internally, OCIO reviews these items once a month. Mr. Zickau commended Mr. Teller for all his work over the previous year on cloud services and the cloud strategic component.

Mr. Zickau reviewed the results of the preliminary poll of strategic priorities for the upcoming Strategic Planning session on October 16 and 17, 2014, and led a discussion of technology and strategy, noting that the majority of the time technology is the public face of state government to the Idaho citizen. He asked the members to think about what "strategy" is, and whether it is simply a "to do" list, or something more. He invited all members wanting to be part of this process and discussion to join in, and explained that members of the ITA would be invited as well, and that Strategic Planning is on the agenda for the September 3, 2014 ITA meeting.

Mr. Zickau explained that there would be a brief September strategic planning "pre-meeting," focusing on the strategic conversation, and planning for the October session. Information would be forthcoming. He asked that the poll/questionnaire be sent out again, asking for members responses via email on two things:
1. The top 2 or 3 strategic things that the state should pursue
2. The top 2 or 3 operational priorities that the state should pursue

Mr. Zickau stated that OCIO would organize the responses and send them back out for a multi-vote, in order to be ready for a discussion at the September pre-meeting.

IT CLASSIFICATION/COMPENSATION
Ms. Barnes discussed IT classifications and compensation, explaining that, awhile back, she was invited by the Division of Human Resources (DHR) to participate on a committee to redo the IT classifications. Once a new administrator is named at DHR, she expects this committee to begin work on this issue. Discussion followed, and she stated that she would keep the members updated as new information becomes available.

ITA POLICIES
IDAHO.GOV PORTAL PRIVACY POLICY P1020 – Mr. Farnsworth gave an overview of Enterprise Policy P1020, and noted that he had presented this policy at the June ITLC meeting and it had been agreed that further modifications needed to be made. He reviewed the modifications.

Mr. Beck asked if this policy had the same effect as an IDAPA Rule.
Mr. Zickau responded that policy does not have the same force as an IDAPA Rule, which has the force of law. If approved, this would become an ITA policy, which, in statute, has several exemptions, such as elected officials.

Mr. Gardiner asked if this point of contact was at the state level, or if each agency would be required to include a disclaimer on their website notifying users to contact that specific agency.
Mr. Farnsworth responded that the Digital Millennium Copyright Act requires contact information, should individuals have copyright complaints, and that the point of contact was at the state level. He explained that if an agency wanted to, it could have a point of contact at their agency for any copyright violations. The state is required to notify people whom they can contact, and this policy simply outlines the minimum requirements.

MOTION: Mr. Beck moved and Mr. Teller seconded a motion to recommend approval to the ITA of Enterprise Policy P1020; the motion was approved, with Ms. Shipman abstaining.

INTERNET USE, MONITORING AND FILTERING POLICY P1050 – Ms. Stratton reviewed Enterprise Policy P1050. She explained that the Security TWG had revised this policy to include the use of a web gateway, which allows for better monitoring, filtering and blocking of malicious websites.

Mr. Langrell asked whether it would be a violation of policy for an agency to go to a blocked website in order to verify whether an employee had gone to a site that was on a blocked list.
Ms. Stratton responded that exceptions to this policy were for verification or validation of where an employee had gone on a site, and the security coordinator could do this at the request of HR to retrieve that information.

Mr. Raiha asked what was driving this policy shift towards requiring agencies to both monitor and filter websites.
Mr. Zickau explained that the web is one of the major vectors for attack, and that agencies are already paying for a web filter, which OCIO operates. He added that an agency can operate their own filter, or they could use the OCIO operated and maintained filter. There does not have to be a fiscal impact to an agency in order to implement this policy since there is an Enterprise level filter which allows agencies access, including customizing to specific needs.   However, there can be an impact if an agency elects to go another route.

Mr. Zickau commented that many agencies do not use a web filter, or have any kind of monitoring in place, and don't go through the free filter provided by OCIO. Consequently, some agencies are infected repeatedly.

Mr. Raiha asked what the capacity was for the gateway device, and whether it could handle all of the state's network traffic.
Ms. Stratton explained that the new gateway and web filter has been implemented and is capable of handling all the traffic. She noted that some agencies, because of federal requirements, needed to keep their own gateway.

MOTION: Mr. Langrell moved and Ms. Barton-Wagner seconded a motion to recommend approval to the ITA of Enterprise Policy P1050, and to correct the first sentence in Paragraph A. Internet Monitoring, under Section IV. Policy to read: "*Each agency shall ensure that Internet use from all computers and devices connected to the state network are monitored.";* and to correct the sentence in Paragraph B. Internet Filtering, under Section IV. Policy to read: *"Each agency shall ensure that access to websites and protocols that are deemed inappropriate (e.g. the criteria in Section C, sub-section 6, A thru M) is blocked.";* the motion was approved, with Ms. Shipman abstaining.

ITA STANDARDS
OFFICE SUITE STANDARD S2100 – Ms. Stratton gave an overview of Enterprise Standard S2110. She explained that specific references to operating systems versions had been removed.   Any supported and updated version will be in compliance, so long as it is patched and managed by the vendor. Ms. Stratton confirmed that the Security TWG has reviewed this standard.

MOTION: Ms. Barton-Wagner moved and Mr. Langrell seconded a motion to approve Enterprise Standard S2110; the motion was approved, with Ms. Shipman abstaining.

NETWORK OPERATING SYSTEM STANDARD S2510 – Ms. Stratton reviewed Enterprise Standard S2510. References to specific versions of operating systems have been removed and all must be vendor supported and patched.

MOTION: Ms. Barton-Wagner moved and Mr. Langrell seconded a motion to approve Enterprise Standard S2510, and to revise the sentence in Section III. Approved Standard(s) to read: *"There is no technical standard.";* the motion was approved, with Ms. Shipman abstaining.

CUSTOMER MEETING UPDATE

Mr. Farnsworth reported on the Webmaster meeting, held August 13, 2014, and the Agency meeting, scheduled for August 20, 2014. Mr. Farnsworth briefly reviewed the agendas for both meetings, and noted that at the Webmaster meeting the new state website templates had been discussed, as well as enterprise mapping.

In response to a question from Ms. Barton-Wagner, Mr. Farnsworth explained that it was up to the individual agency to decide which maps they wanted to make public.

ITA AGENDA
Mr. Zickau reviewed the draft agenda for the ITA meeting scheduled for September 3, 2014. Items included:
- The Idaho Historical Society is embarking on a fairly large project for capturing digital data, and will likely be speaking to the ITA committee at an upcoming meeting;
- The IT billing budget follow-up, and IT billing rules, which the Department of Administration is required to put in place, as a result of intent language from the 2014 Legislative Session. Specific authority for the ITA has been included in the new rule to determine alternative methodologies, and when they're proposed. A change in methodologies would require approval from the ITA
- The request by the Courts to be added as a member to the ITLC committee.

Mr. Zickau requested feedback from the committee regarding the process for adding a new member to ITLC, as well as their thoughts on this. The following points were raised:
- Concern was expressed that the Courts currently have a member on the ITA committee, and that same member would also be on ITLC. It was noted that ITA was created largely by the members of ITLC with a deliberate focus on the business perspective, rather than technology. Of the 17 members of the ITA, the two exceptions to this are the Courts member, who is an IT staffer, and Mr. Zickau.
- A suggestion was made that if the Courts became a member, then perhaps the legislative branch should be invited to join the committee as well. It was noted that ITA has legislative representation through the Legislative Services Office, and the State Controller's Office, which has a non-voting member on ITLC.
- A request was made that ITA be asked to weigh-in on this issue since ITLC is an ITA subcommittee.

Discussion followed, with Mr. Zickau stating that he would personally recommend to ITA that the Courts should be added as a member to ITLC. After a brief review of the ITLC Charter, it was agreed that the Charter should be amended to include the Courts as a member.

MOTION: Ms. Barton-Wagner moved and Mr. Langrell seconded a motion to amend the ITLC Charter, to include the Courts as a member, and to advise ITA of the amendment to the Charter; the motion was approved, with Ms. Shipman abstaining.

NEW BUSINESS
- Mr. Farnsworth requested spreadsheet information from the members for creating maps that might be of public interest. He explained that he would be presenting an ArcGIS Online Mapping sample demo at the upcoming ITA meeting on September 3, 2014.
- Ms. Barnes shared that ITD is getting ready to move to Exchange in the cloud and ITD, OCIO and Microsoft are making progress. She commented that this has been a multi-agency project, with great cooperation.
- Ms. Stratton requested that the Security TWG look at OneDrive, since some agencies are moving to the cloud, and come up with a policy.

ADJOURNMENT / NEXT MEETING
The meeting adjourned at 11:44 a.m. The next meeting was scheduled for October 21, 2014 at 9:30 a.m. in Conference Room B09 of the LBJ Building, 650 W. State St., Boise.

Respectfully submitted,

Erin Seaman

Erin Seaman, Office of the CIO