0Idaho Technology Authority (ITA)

IT Leadership Council (ITLC)

Meeting Minutes: December 15, 2015 at 9:30 a.m.
East Conference Room, JRW Building, 700 West State Street, Boise, Idaho.
(Approved on February 16, 2016)

ATTENDANCE

Members/Alternates Present:
Michael Farley, CHAIR, Dept. of Health & Welfare
Shannon Barnes, VICE CHAIR, ITD
Greg Zickau, Office of the CIO
Tammy Shipman, State Controller's Office
Becky Barton-Wagner, Dept. of Insurance
Bob Nertney, Health Districts (phone)
Robert Butler, Industrial Commission
Mike McKillips, Idaho State Police
Mike Langrell, Idaho Military Division
Stephen DeBoard, Div. of Vocational Rehabilitation
Mike Teller, State Tax Commission
Dan Raiha, Dept. of Lands (phone)
Randy Turner, Dept. of Correction
Bob Ross, Dept. of Fish & Game
Eric Beck, Dept. of Labor
Brigette Teets, Dept. of Water Resources *(Alternate)*

Members Absent:
Scott Williams, Dept. of Parks & Recreation
Glen Gardiner, Dept. of Water Resources
Kevin Iwersen, State Supreme Court
Chris Campbell, Dept. of Education

Others present:
Erin Seaman, Office of the CIO
Dan Goicoechea, State Controller's Office
Bob Hough, State Controller's Office
Cheryl Dearborn, Office of the CIO
Bill Farnsworth, Office of the CIO
Jon Pope, Office of the CIO
Tammy Bisterfeldt, Office of the CIO
Mike Mead, OCIO
Steve Hill, Gartner
Rachel Zahn, Office of the CIO
Tom Olmstead, Office of the CIO
Bryton Blunck, Office of the CIO
Chris Smith, Office of the CIO
Sarah Hilderbrand, Division of Purchasing
Gregory Lindstrom, Division of Purchasing
Stephanie Wildman, Division of Purchasing
Jason Urquhart, Division of Purchasing
Michael Kalm, Dept. of Labor
John Brown, Dept. of Labor
Mackenzie Brown, Dept. of Labor
Clinton Dale, Division of Veterans Services
David Comstock, Division of Veterans Services
Nick Powers, DEQ (phone)

CALL TO ORDER
Chairman Farley called the meeting to order at 9:37 a.m. Welcome and introductions were made.

MINUTES
MOTION: Ms. Barton-Wagner moved and Mr. Teller seconded a motion to approve the meeting minutes from October 20, 2015, as presented; the motion was approved, with Ms. Shipman abstaining.

INTERIM APPOINTMENT OF VICE CHAIR
Chairman Farley announced that with the coming retirement of Ms. Barnes, he was seeking nominations for candidates, for ITA approval, to succeed Ms. Barnes as Vice Chair. Mr. Teller and Mr. Ross were nominated. The committee voted, and Mr. Teller received a majority of the votes for the nomination.
MOTION: Mr. Zickau moved and Mr. Ross seconded a motion to recommend approval to the ITA of the interim appointment of Mr. Teller as Vice Chair of ITLC for the remainder of the term, which ends on June 30, 2017; the motion was approved, with Ms. Shipman abstaining.

AMENDMENT OF ITLC CHARTER
Chairman Farley reported that the ITA, at their December 8th meeting, had voted to table their approval of the request by the Division of Liquor to join the ITLC until the Charter was amended to add them as a permanent member. Discussion followed, with Mr. Beck providing an overview of the history of the committee.
MOTION: Mr. Langrell moved and Mr. Zickau seconded a motion to revise the ITLC Charter and amend the first sentence under "Council Organization: Membership" from *"The council will consist of nineteen permanent member agencies…."* to *"The council will consist of a representative from each of the following permanent*

member agencies:…", **and to further amend the Charter to add the Division of Liquor as a permanent member; the motion was approved, with Ms. Shipman abstaining.**

Chairman Farley, noting that there had been a lot of discussion about cybersecurity at the ITA meeting the previous week, explained that during the strategic planning session on December 1st, it had been agreed that goal no. 3 in the charter should be revised to reflect the increased focus on security. He asked the committee for their thoughts and a brief discussion followed.

MOTION: **Ms. Barton-Wagner moved and Mr. Turner seconded a motion to amend the ITLC Charter to change Goal No. 3 of the strategic plan goals from** *"Safeguard the privacy and confidentiality of information."* **to read** *"Safeguard the security, confidentiality, integrity and availability of information."***; the motion was approved, with Ms. Shipman abstaining.**

PROCUREMENT

Ms. Hilderbrand announced the retirement of Bill Burns, administrator for the Division of Purchasing (DOP). Ms. Hilderbrand will be the acting administrator until at least the end of December.

Mr. Lindstrom reported on the following:
*   DOP was seeking information from the procurement groups at agencies about which legacy systems were due to be replaced. He would be contacting these groups soon in order to get information on the software systems agencies use for doing business, as well as the old legacy systems. He noted that If DOP is able to become a part of agencies' project management schedules, they can better serve the IT community.
*   An IBM hardware PADD had been added, and is available to agencies. A Samsung PADD is also on the way.

Chairman Farley reported that one of the strategic goals was to look at data center services, and Mr. Turner has looked into doing an RFP for leased space. True data center services for all agencies, which would include power and cooling, as well as leasing, was now being looked at. Chairman Farley has spoken with Ms. Hilderbrand, and once a TWG is in place, they will meet with DOP to discuss the best avenue forward.

Mr. Lindstrom noted that data center requirements for some agencies may be more broad than for others, and he believes that a statewide contract will require more discussion in terms of whether it's a lease or whether IT services are being procured.

ITA DATA DICTIONARY

Mr. Olmstead gave an overview of a draft dictionary, explaining that it made sense to publish a dictionary of terms as a single reference document for ITA. The dictionary was compiled from authoritative sources and existing bodies of knowledge. His recommendation was that the Security TWG would make periodic updates and revisions, and reviews by ITLC could occur on a quarterly basis. Discussion followed, and it was agreed that the document should be reformatted as a guideline and brought back for approval at a later date.

Ms. Barnes joined the meeting at 10:22 a.m.
Chairman Farley and Mr. Goicoechea, ITA chair, recognized Ms. Barnes and expressed their appreciation for her years of service to the state and on the committee.

ITA POLICIES

ENTERPRISE POLICY P2050 (INFORMATION TECHNOLOGY SECURITY FRAMEWORK) – Mr.Olmstead reviewed Policy P2050, which is being renamed as "Cybersecurity Framework," and briefly discussed the proposed revisions. The Security TWG has reviewed this document.
MOTION: **Mr. Beck moved and Ms. Barton-Wagner seconded a motion to recommend approval of the revisions to Enterprise Policy P2050, as presented, to the ITA; the motion was approved, with Ms. Shipman abstaining.**

ENTERPRISE POLICY P4580 (CYBERSECURITY INCIDENT MANAGEMENT) – Mr. Olmstead reviewed this new policy, which will require agencies to develop a cybersecurity incident management plan. It was noted that the Policy number shown on the agenda incorrectly identified this as P4520. P4580 is the correct Policy number.

MOTION: Ms. Barton-Wagner moved and Mr. Ross seconded a motion to recommend approval of Enterprise Policy P4580, as presented, to the ITA; the motion was approved, with Ms. Shipman abstaining.

ENTERPRISE POLICY P4570 (FIREWALL SECURITY) – Mr. Olmstead gave an overview of this new policy, which replaces Enterprise Standard S3200 (Security-Firewall), and would address an OCIO-managed perimeter firewall, as well as agency perimeter firewalls. Agencies would register their firewall security products with OCIO.

Mr. Butler asked if this policy meant there would be a change in the OCIO services catalog.
Mr. Olmstead responded that the policy does not prohibit OCIO from providing that type of support, but it must be negotiated based on OCIO's capabilities. Mr. Zickau added that it was not a change, and OCIO would continue to provide service for as long as it could.

Mr. Ross expressed concern that this policy would preclude agencies from adding additional enhancements to their lines of defense, such as using the firewall functionality in a router, since it states that routers cannot be used as firewalls because they were not intended for that purpose.

Mr. Beck commented that he expected to see changes in the policy over time, and reminded the committee members that agencies may seek exemptions from policies.
MOTION: Ms. Barton-Wagner moved and Mr. Beck seconded a motion to recommend approval of Enterprise Policy P4570, as presented, to the ITA; the motion was approved, with Ms. Shipman abstaining.

ITA GUIDELINES
ENTERPRISE GUIDELINE G220 (CYBERSECURITY FRAMEWORK GUIDANCE) – Mr. Olmstead reviewed G220, which is a new guideline. This guideline will identify best practices.
MOTION: Ms. Barton-Wagner moved and Ms. Barnes seconded a motion to approve Enterprise Guideline G220, to include a minor formatting correction on page 1; the motion was approved, with Ms. Shipman abstaining.

ENTERPRISE GUIDELINE G536 (FIREWALL: PORTS, PROTOCOLS AND SERVICES REQUEST) – Mr. Olmstead reviewed this new guideline, which defines and formalizes the process by which agencies submit their firewall change requests to OCIO. This will also allow the changes to be audited.
MOTION: Ms. Barton-Wagner moved and Mr. Ross seconded a motion to approve Enterprise Guideline G536, as revised, to amend the second sentence in *Section II.*, from *"Perimeter firewall filtering rules must.…"* to read *"Perimeter firewall filtering rules may.…"*; the motion was approved, with Ms. Shipman abstaining.

ENTERPRISE GUIDELINE G510 (CYBERSECURITY INCIDENT REPORTING CLASSIFICATION TEMPLATE) – Mr. Olmstead reviewed the revisions to this guideline. Implementation of this guideline will allow incidents to be tracked, and provides a single point to which agencies can report incidents.
MOTION: Ms. Barton-Wagner moved and Mr. Teller seconded a motion to approve Enterprise Guideline G510, as presented; the motion was approved, with Ms. Shipman abstaining.

ENTERPRISE GUIDELINE G520 (CYBERSECURITY INCIDENT HANDLING) – Mr. Olmstead explained that this guideline will modify and replace the Cyber Security Alert Indicator guideline. Modifications are being made upon the recommendations of the Security TWG. This is a compilation of industry best practices.
MOTION: Ms. Barton-Wagner moved and Mr. Langrell seconded a motion to approve Enterprise Guideline G520, as amended to remove *Section V. Exemption Process*; the motion was approved, with Ms. Shipman abstaining.

ENTERPRISE GUIDELINE G535 (FIREWALL CONFIGURATION GUIDELINES) – Mr. Olmstead explained that this will provide guidance and industry best practices for implementing firewalls.
MOTION: Mr. Teller moved and Mr. Turner seconded a motion to approve Enterprise Guideline G535, as revised, to amend No. 5, Section III. from *"… shall not exceed 15 days…."* to read *"… shall not exceed 10 working days….",* to amend the heading for Section IV. from *"Process Reference"* to read *"Procedure Reference"* and to add Enterprise Guideline G536 as a reference; the motion was approved, with Ms. Shipman abstaining.

TELECOMMUNICATIONS CONTRACT UPDATE
Mr. Zickau reported on the progress of the transition to the contracts awarded to Syringa to replace the emergency contracts. He noted that an Invitation to Bid (ITB) had been pursued subsequent to the RFP because some of the initial responses from the RFP would have offset much of the savings. Contracts for all but a very few of the circuits were expected to be awarded shortly.

STRATEGIC PLAN – UPDATES
RECRUITMENT AND RETENTION OF IT STAFF – Mr. Farley updated the committee on the status of the Hay Group study. Depending on the outcome of the study, the next step will be to put the new classifications into place.

STRATEGIC PLAN PROCESS UPDATE – Mr. Zickau reported on the recent strategic planning session, which was held on December 1. He thanked those who participated in the process. He expected that the draft strategic plan would be sent out for review shortly after the first of the year.

CLOUD POLICY / PROCUREMENT OPPORTUNITIES – Mr. Teller stated that with the recent approval of Enterprise Policy P1080 (Cloud Computing), the next step is a cloud procurement. Mr. Teller will work with DOP on this.

OTHER BUSINESS
CYBER SECURITY TASKFORCE – Mr. Olmstead reported on the Cyber Security Taskforce meeting, held the previous day. Points discussed included:
- The need for agencies to identify where they need to improve in the cybersecurity framework;
- The need to identify key areas that to be worked on;
- The need to identify roles and responsibilities for carrying out the objectives of the Executive Order;
- The need to define training requirements;
- Data mapping, data classifications and data inventory.

Mr. Olmstead recommended that the Security TWG look at the data classifications for the state, and draft a policy linked to a standard to help promote this. He noted that Enterprise Policy P4120 (Online File Storage Services) does have a data classification schema, and he recommends that the TWG build on that, as well as identify potential solutions for other agencies to map their data.

AREA CODE CHANGES – Ms. Dearborn reported that Idaho will be getting a second area code at the end of 2017. This will be an overlay of the entire state, rather than a geographic split, and will require 10-digit dialing, even for local calls. This will impact state agencies that manage their own telecommunications equipment and dialing plan. The new area code will be 896. Information is available from the Public Utilities Commission (PUC).

NASCIO IT RECOGNITION AWARD HONOREES – The Dept. of Labor was a winner in the "Improving State Operations" category. Mr. Beck thanked all those who were involved in the project, and their submission video was shown to the committee. He congratulated ITD for being a finalist in the Cybersecurity category.

Ms. Barnes briefly discussed the Cybersecurity submission from ITD. She noted that cybersecurity awareness training is mandatory for all staff. She thanked the staff who were involved in this project.

ADJOURNMENT / NEXT MEETING
The meeting adjourned at 11:50 a.m. The next meeting was scheduled for February 16, 2016 at 9:30 a.m.

Respectfully submitted,

Erin Seaman

Erin Seaman, Office of the CIO