

Idaho Technology Authority (ITA)

## IT LEADERSHIP COUNCIL (ITLC)

APPROVED Meeting Minutes: April 20, 2021 at 1:30 pm MST

### **Members/Alternates Present:**

Bob Ross, Dept. of Fish & Game (CHAIR)  
Mike Langrell, Military Division (VICE CHAIR)  
Michele Tomlinson, Dept. of Correction  
Alvino Artalejo, Dept. of Health & Welfare  
Marc Norton, Tax Commission  
Mark McKinney, Transportation Dept.  
Brett Richard, Dept. of Labor  
Terry Ford, State Controller's Office  
Mark Mayer, Office of IT Services  
Anna Canning, Dept. of Parks & Recreation  
Jon Spence, Division of Liquor  
Rick Kennedy, Dept. of Education

### **Members Absent:**

Bob Nertney, Central District Health  
Bob Hough, State Controller's Office  
Dan Raiha, Dept. of Lands  
Steven Higgins, Idaho State Police  
Kevin Iwersen, Idaho Supreme Court

### **Others Present:**

Greg Zickau, Office of IT Services  
Kristin Bartz, Office of IT Services  
Mary Frances Coffman, Office of IT Services  
Elizabeth Knox, Office of IT Services

Lance Wyatt, Office of IT Services  
Angie Schmidt, Dept of Fish & Game  
Brian Reed, Transportation Dept  
Brigette Teets, Office of IT Services  
Charity Girard, State Liquor Division  
Colby Austin, Dept of Labor  
Decar Scaff, Dept of Education  
Dylan Baker, Commission for Libraries  
Erin Seaman, Office of IT Services  
Faith Cox, Dept. of Administration  
Jeff Smith, iBoss  
Josh Stemp, Transportation Dept  
Larry Sweat, PERSI  
Lauren Talyor, Gartner  
Mark Gosswiller, Dept of Labor  
Matt Merrell, PHD #6  
Peter Owechko, Dept of Labor  
Randal Clayton, Cisco  
Rocky Bencken, State Controller's Office  
Ryan Doute, Cerium Networks  
Stephanie Wildman, Cradlepoint  
Tammy Wallace, Office of IT Services  
Tawna Chesnut, State Historical Society  
Tristan Suttle, Central District Health  
Wade Howland, Idaho Supreme Court  
Chad Williams, SalesForce

### **CALL TO ORDER**

Chair Ross welcomed everyone and called the meeting to order at 1:33 pm MST. A quorum was established.

### **MEETING MINUTES**

**MOTION: Mr. Langrell moved, and Mr. Norton seconded a motion to approve the minutes of the February 21, 2021 meeting, as presented; the motion passed unanimously.**

### **PROCUREMENT UPDATE**

Jason Urquhart, Division of Purchasing (DOP), was unable to attend and the purchasing update was deferred until the next meeting.

### **ITLC CHARTER UPDATE**

Shana Barrowclough, Idaho Industrial Commission, advised the council via letter that IIC is relinquishing their seat on ITLC effective immediately. This charter update removes IIC from the charter. Chairman Ross also noted an update for page two, change "IIS" to "IIC."

**MOTION: Ms. Canning moved to approve the ITLC Charter as amended; Mr. Langrell seconded; the motion was approved.**

### **ITA POLICIES, STANDARDS, & GUIDELINES**

Mr. Greg Zickau, Chief Information Officer for Office of IT Services, presented the proposed policies for ITLC review. He provided an introduction, including ITLC history, authority, and policy practice. Mr. Zickau indicated the Governor has taken a strong interest in IT throughout the state, thus creating the Office of IT Services to bring a more central approach to IT governance. ITS wishes to continue to collaborate with IT leaders throughout the state.

### **ENTERPRISE POLICY P1010 – INFORMATION TECHNOLOGY POLICIES, STANDARDS, AND GUIDELINES FRAMEWORK**

Mr. Zickau presented amendments to Policy P1010:

- Moved definitions to G105 (Glossary)
- Removed the implementation period

These changes were based on feedback from ITA and other stakeholders. The reasoning behind this change stemmed from conversations around the business practice of implementing policies. When a new policy is adopted, the general expectation is that the policy is in place immediately and the organization is moving forward with good faith plans to implement—it does not mean the organization is expected to have it implemented upon adoption.

Mr. Zickau commented on the exemption process and concerns that it was too onerous for agencies to feel like they have to continually apply for exemptions. Currently, there is no audit process for policy compliance, only self-reporting via the Annual Agency IT Plan. He explained that several agencies report non-compliance with a policy with an explanation and that is sufficient for ITS and ITA purposes.

Mr. Langrell expressed appreciation for the effort put into the modifications for this policy and supports removing the time frame for implementation.

Mr. McKinney expressed concern about compliance for immediate implementation and the exemption process. Mr. Zickau explained the distinction with this policy, which is to have new and revised policies effective immediately understanding it will take time for an agency to implement, depending on the circumstances. If an agency is unable to work towards implementing a policy, then the exemption process is available to agencies wishing to pursue that path.

Chair Ross expressed his understanding of the intent of this policy and believes the changes are well stated. It puts the agencies on a trajectory of self-reporting and compliance. The exemption process is there for exceptions as needed.

Mr. Langrell asked if general timelines for implementation should be considered in the form of a guidance or standard. Ms. Ford agreed with making timelines a standard or guideline rather than a policy as it is her understanding the IRS and LSO audit policies. Mr. Zickau stated that LSO does not audit ITA policies. He further stated that during the one IRS audit he was a part of, they did not ask about any

ITA policies. The intent of the council has never been to enforce compliance but to encourage implementation of secure standards.

**MOTION: Mr. Artalejo moved to approve ITA Policy P1010; Mr. Richard seconded; the motion was approved.**

#### ENTERPRISE GUIDELINE G120 – ITA EXEMPTION PROCESS

Ms. Elizabeth Knox presented the updates to Guideline G120 – ITA Exemption Process:

- Updated physical mailing address to reflect move from downtown Boise to the Chinden Campus
- Grammatical and formatting updates
- There is also the option to include the guideline as an appendix to P1010

**MOTION: Mr. Mayer moved to keep ITA Guideline G120 as a separate standalone document; Ms. Canning seconded; the motion was approved.**

No further discussion regarding the edits to G120.

**MOTION: Ms. Canning moved to approve ITA Guideline G120; Mr. Richard seconded; the motion was approved.**

#### ENTERPRISE POLICY P4590 – CYBERSECURITY INCIDENT MANAGEMENT

Mr. Zickau presented the updates made to ITA Policy P4590 – Cybersecurity Incident Management:

- Removed Guidelines G525 and G585 from reference documents as they have been incorporated into Standard S6010
- Moved definitions to G105 Glossary of Terms

**MOTION: Mr. Langrell moved to approve ITA Policy P4590; Mr. Artalejo seconded; the motion was approved.**

#### ENTERPRISE STANDARD S6010 – INCIDENT RESPONSE REPORTING HANDBOOK

Mr. Zickau introduced the further revised version of Standard S6010, reviewing the summary of the history and changes to the standard. He further explained what constitutes an incident, event, and breach.

Mr. Mayer commended the cybersecurity TWG for the additional work and clean up of the standard.

Ms. Ford asked if Idaho Code § 28-51-105, which is referenced in S6010, is going to be updated to remove Office of the Chief Information Office and Department of Administration and replace with Office of IT Services. Mr. Zickau advised this missed edit was just recently discovered and ITS will pursue a change. She further inquired if there had been any consideration if involving law enforcement is required for breach reporting. Mr. Zickau referred her to page 14 of the handbook, which recommends minimal reporting requirements for risk coverage.

**MOTION: Mr. Langrell moved to approve ITA Standard S6010; Mr. Spence seconded; the motion was approved.**

#### ENTERPRISE GUIDELINE G105 – ITA GLOSSARY

Guideline G105 was presented to approve the additional terms added from recently updated policies and standards. There was a clarification of the terms from P2040 being included even though recently proposed changes were not yet approved.

Chair Ross proposed amending the definition for Technical Working Groups to include ITLC with the IGC-EC.

**MOTION: Mr. Richard moved to approve ITA Guideline G105 as amended; Mr. Langrell seconded; the motion was approved.**

#### ENTERPRISE GUIDELINES G525 – CYBERSECURITY INCIDENT AND BREACH RESPONSE MANAGEMENT and CYBERSECURITY INCIDENT AND BREACH RESPONSE REPORTING

**MOTION: Ms. Canning moved to rescind ITA Guidelines G525 and G585; Mr. Langrell seconded; the motion was approved.**

#### CYBERSECURITY WORKING GROUP

Mr. Zickau introduced the purpose of this issue, which is to follow the ITA directions to recognize a formal cybersecurity working group with the ITS CISO as the chair. ITA staff discovered that although there has been a cybersecurity TWG, the group was never recognized as a formal subcommittee of either ITA or ITLC. There are some considerations for this group including the structure and formation. They want to respect the past practice of the existing cybersecurity TWG, but formalize the group as it had not been done so previously. ITS is seeking input from ITLC on these considerations.

Discussion:

- Mr. Langrell—forming a subcommittee under ITLC makes better sense as policy formation would be easier to vet prior to going to ITA.
- Mr. Mayer—has concerns with reporting directly to ITA if they have no context for the technical aspects.

Mr. Zickau indicated they want to preserve the practice of policies going through ITLC prior to ITA and requested members send any further ideas or feedback to Keith Tresh or Kristin Bartz at ITS.

#### OTHER BUSINESS

##### ELECTIONS

Terms for both Chair and Vice Chair end on June 30, 2021. Chair Ross encouraged members to step up and run or nominate other members for the positions. Elections will take place at the June 2021 ITLC meeting.

Chair Ross announced his impending retirement in May 2021. Vice Chair Langrell will step up to run the June meeting. Mr. Zickau commended Chair Ross for his many years of state service and wished him well in his retirement.

#### ADJOURN

Chairman Ross thanked the committee and called for a motion to adjourn.

**MOTION: Mr. Richard moved, and Mr. Norton seconded a motion to adjourn; the motion was approved.**

The meeting adjourned at 2:55 pm MT. The next meeting is scheduled for Tuesday, June 15, 2021, at 1:30pm MT.



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Kristin Bartz, Office of IT Services