Members/Alternates Present:
Bob Ross, Dept. of Fish & Game (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
Mark Mayer, Office of IT Services
Anna Canning, Dept. of Parks & Recreation
Bob Nertney, Central District Health
Jon Spence, Division of Liquor
Rick Kennedy, Dept. of Education
Bob Hough, State Controller's Office
Tim Gates, Department of Lands

Members Absent:
Mike Langrell, Military Division (VICE CHAIR)
Terry Ford, State Controller's Office
Shana Barrowclough, Industrial Commission
Dan Raiha, Dept. of Lands
Steven Higgins, Idaho State Police
Kevin Iwersen, Idaho Supreme Court

Others Present:
Kristin Bartz, Office of IT Services
Mary Frances Coffman, Office of IT Services
Keith Tresh, Office of IT Services
Lance Wyatt, Office of IT Services
Jason Urquhart, Division of Purchasing
Larry Sweat, PERSI
Tawna Chesnut, State Historical Society
Chad Williams, SalesForce
Angie Schmidt, Dept. of Fish and Game
Beau Brazier, Integracom
Brigette Teets, Office of IT Services
Charity Girard, State Liquor Division
Chris Whalen, Integracom
Dylan Baker, Commission for Libraries
Faith Cox, Dept. of Administration
Gara McCutchen Aragon, SHI
Jim Byrne, Century Link
Jason Kreizenbeck, Lobby Idaho
Joshua Stemp, Transportation Dept.
Matt Aslett, Office of IT Services
Sam Montiel, Office of IT Services
Tyler Jackson, Office of IT Services
Mitch Cunningham, Compunet
Mark Hill, State Department of Education
Landon Stephenson, State Treasurer's Office
Wade Howland, Idaho Supreme Court

CALL TO ORDER
Chairman Ross welcomed everyone and called the meeting to order at 1:33 pm MST. Lacking a quorum, action items were deferred until additional members joined the meeting.

PROCUREMENT UPDATE
Jason Urquhart, Division of Purchasing (DOP), reported on several procurement updates:
- Several IT Service Contracts are set to expire in June 2021. Mr. Urquhart is working with a team on re-procuring these contracts.
- Many of the IT Security-Related Products are set to expire in September 2021, DOP is in the process of rebidding those.
- NASPO ValuePoint Information Security Service - meeting late February/early March to evaluate products and services.

- DOP will renew the SHI Master Agreements for an additional year or until new contracts are in place. This agreement is set to expire in April 2021.
- Copiers, Printers and Related Devices:
  - DOP has put in a statewide contract for convenience and production copiers for agencies who have previously standardized on Ricoh as their primary provider.
  - There is a new HP production copier and single-function printer contract. No leases are allowed, but maintenance agreement on purchased equipment. Now through March 1, 2021, orders can be placed through HP direct. After March 1st, purchases can be made through any of the dealers.
- DOP is still working on statewide cloud faxing services. They have tried several times to go through the competitive procurement process but the most recent was canceled because vendors were unresponsive.
- The participating addendum for the Data Communications Contract with Cisco will be available for agencies to use soon.

ITA POLICIES, STANDARDS, & GUIDELINES
ENTERPRISE STANDARD S3110 - NETWORK SERVICES -INTERNET/INTRANET WEB BROWSER
Mark Mayer, Office of IT Services, presented proposed changes to Enterprise Standard S3110. The change is to standardize to a more current browser from Internet Explorer 8 or 9 to more modern browsers. Support for Internet Explorer will be phased out by Microsoft beginning August 2021 although they have an IE compatible mode in Microsoft Edge for transitioning legacy applications.

Motion was deferred until quorum established.

CYBERSECURITY POLICY RESTRUCTURE – LANCE WYATT, OFFICE OF IT SERVICES
Mr. Wyatt, Office of IT Services, proposed policy, standard, and guideline changes that are important to the maturity and resiliency of the enterprise cybersecurity program based on the current threat landscape.

ENTERPRISE POLICY P2040 – RISK ASSESSMENT
Mr. Wyatt presented amendments to P2040:
- A modernized Abstract
- Added Definitions
- Added requirement for agencies to have risk management program consisting of a three-year risk assessment cycle
- Added requirement for agencies to provide ITS-CISO with risk assessment results and CAP within 30 days

Ms. Canning expressed concern about her lack of IT knowledge and expertise. Mr. Wyatt explained agencies can file an exemption using the P1010 and that agencies that have IT support through ITS will be covered for these amendments.

In response to concerns about money and the timeline to cure any audit findings, Mr. Wyatt repeated the option to file an exemption under Policy P1010. He explained that if cybersecurity goals are to be met, the timeline outlined is reasonable. Keith Tresh, Chief Information Security Officer for IT Services, highlighted that the requirement for penetration is already required via Executive Order, and that all ITS is doing with this policy is formalizing third-party testing to ensure best practices. Mr. Tresh also

announced ITS has created a memorandum of understanding with the Idaho National Guard (ING), and that they are providing penetration testing at little or no cost. Lastly, Mr. Tresh clarified remediations do not need to be made within a year, instead, a remediation plan and/or CAP needs to be put in place within 30 days.

Mr. Richards joined the meeting at 2:00 pm, establishing a quorum.

Mr. Richards questioned how P2040 helps agencies. Mr. Wyatt explained that third-party evaluations help agencies find things they would not otherwise find while accessing their digital environment. It allows agencies to see from the eyes of an attacker and find vulnerabilities. Mr. Richard also asked what type of help ING is willing to provide. Mr. Wyatt stated ING is providing testing to all state agencies at little or no cost.

Chairman Ross asked for a motion to approve Enterprise Policy P2040.

MOTION: Ms. Canning moved to approve Enterprise Policy P2040 (Risk Assessment); Mr. Mayer seconded; the motion was approved.

Mr. Spence joined the meeting at 2:07 pm.

Chairman Ross asked for a motion to approve the revisions made to Enterprise Standard S3110.

MOTION: Ms. Canning moved to approve Enterprise Standard S3110 (Network Services - Internet/Intranet Web Browser); Mr. Artalejo seconded; the motion was approved.

ENTERPRISE POLICY P4550 – MOBILE DEVICES
Mr. Wyatt presented amendments to Policy P4550:
- Moving definitions to G105 (Glossary)
- Adding requirement to establish usage restrictions, security and connection requirements, and acceptable use guidelines
- Establishing minimum requirement for screen lockout
- Requiring authorization to connect to agency system and what to do if unauthorized connections detected
- Configure devices to auto purge/wipe data after ten consecutive unsuccessful logon attempts
- Encrypt device to be FIPS 140-2 compliant
- Established requirements for devices accessing federal tax information

Ms. Canning asked if the policy applied to personal devices to access Office 365. Mr. Wyatt explained that Policy P4550 excludes personal at this time, and only applies to state-issued devices.

Several members suggested changes:
- Mr. Gates suggested changing the language to "agency-controlled devices"
- Ms. Canning suggested referencing policy for personal devices
- Mr. McKinney suggested changes to Section 4

ACTION TABLED to allow ITS staff time to make substantial changes based on feedback.

ENTERPRISE STANDARD S6010 – INCIDENT RESPONSE REPORTING HANDBOOK
Mr. Wyatt explained that proposed changes to Standard S6010 would combine S6010, G525, and G585. The intent is to provide a standardized handbook that will also provide reference material to help agencies customize their approach to Incident Response Reporting.

Since the handbook is more of an example, Chairman Ross suggested that under Section III "All incident response handling will follow the ITS Incident Response Reporting Handbook" change to "All incident response handling will follow the Agency's Incident Response Reporting Handbook. See attached example of the ITS Handbook." Mr. Wyatt agreed to make the change.

Ms. Teets was concerned about publishing the Incident Response Reporting Handbook publicly as it outlines the ITS process for handling incidents and breaches. Mr. Wyatt explained it was public to begin with, and that it does not call out specifics of what ITS does. Mr. Wyatt explained that S6010 could be excluded from the public website if that made the committee feel more comfortable.

Mr. Stemp pointed out that the document footer suggests the Incident Response Reporting Handbook is confidential. Mr. Wyatt said he would review the document footers.

Mr. McKinney questioned how the living document gets modified.

ACTION TABLED. Mr. Wyatt requested the action items for S6010, G525, and G585 be tabled until the language is clarified and all concerns are addressed.

ENTERPRISE POLICY P4590 – CYBERSECURITY INCIDENT MANAGEMENT
ACTION TABLED. Given standard S6010 was tabled, this action item was tabled and will be reintroduced at the next meeting.

ENTERPRISE POLICY P1010 – INFORMATION TECHNOLOGY POLICIES, STANDARDS, AND GUIDELINES FRAMEWORK
Mr. Wyatt presented amendments to Policy P1010:
- Moved definitions to G105 (Glossary)
- Changed two-year maximum implementation period to six months

Chairman Ross suggested modification to Section 4, paragraph 3, last sentence to read "agencies unable to meet this schedule (for example: due to funding or budget contracts) should apply for extension…" Mr. Wyatt agreed to make those changes.

Ms. Teets expressed concern P1010 may present a financial hardship to agencies. Chairman Ross explained ITS and ITA do not want to create unfunded mandates, which is why the two-year time frame was put into place. However, certain cybersecurity policies require quick implementation and felt confident agencies could utilize the exemption process currently in place.

Mr. Wyatt agreed and encouraged the use of the exemption for those who need time to adjust.

MOTION: Mr. Richards moved to approve Enterprise Policy P1010 (Information Technology Policies, Standards, and Guidelines Framework) as modified; Ms. Canning seconded; the motion was approved.

<u>ENTERPRISE POLICY P1020 – IDAHO.GOV PORTAL PRIVACY NOTICE</u>
Mr. Wyatt explained no major changes were made to Policy P1020. Definitions were moved to G105 (Glossary) and bullet numbering was fixed.

Ms. Teets asked that the policy is modified to recognize the Idaho.gov Sections 'A-N' rather than '1-13.'

MOTION: Ms. Canning moved to approve Enterprise Policy P1020 (Idaho.gov Portal Privacy Notice) as modified; Mr. Kennedy seconded; the motion was approved.

<u>ENTERPRISE GUIDELINE G105 – ITA GLOSSARY</u>
ACTION TABLED. Action items will be considered during the next meeting.

<u>MEETING MINUTES</u>
MOTION: Mr. Norton moved, and Mr. Artalejo seconded a motion to approve the minutes of the December 15, 2020 Meeting, as presented; the motion passed unanimously.

<u>ADJOURN</u>
Chairman Ross thanked the committee and called for a motion to adjourn.

MOTION: Ms. Canning moved, and Mr. Kennedy seconded a motion to adjourn; the motion was approved.

The meeting adjourned at 3:04pm MT. The next meeting is scheduled for Tuesday, April 20, 2021, at 1:30pm MT.

Mary Frances Coffman, Office of IT Services