

Idaho Technology Authority (ITA)

## IT Leadership Council (ITLC)

Meeting Minutes: December 3, 2013 at 1:30 p.m.

Conference Room B9 of the LBJ Building, 650 West State Street, Boise, Idaho.

(Approved February 18, 2014)

### ATTENDANCE

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

Michael Farley, Chair, Dept. of Health & Welfare  
Shannon Barnes, Vice Chair, Transportation Department  
Eric Beck, Dept. of Labor  
Greg Zickau, Office of the CIO  
Mike Teller, State Tax Department  
Tammy Shipman, State Controller's Office  
Glen Gardiner, Dept. of Water Resources  
Mike Langrell, Idaho Military Division  
Dan Raiha, Dept. of Lands (via phone)  
Becky Barton-Wagner, Dept. of Insurance  
Bob Nertney, Health Districts (via phone)  
Michael Key, Idaho State Police (via phone)  
John Rigby, Dept. of Correction  
Craig Potcher, Dept. of Fish & Game

#### **Others present:**

Erin Seaman, Office of the CIO  
Jon Pope, Office of the CIO  
Pam Stratton, Office of the CIO  
Bill Farnsworth, Office of the CIO  
Carla Casper, Office of the CIO  
Cheryl Dearborn, Office of the CIO  
Bob Hough, State Controller's Office  
Gregory Lindstrom, Division of Purchasing  
Andrew Paige, Division of Purchasing  
Drew Evans, Division of Purchasing  
J.D. Parady, Mountain States Networking  
John Foster, Kestrel West

#### **Members Absent:**

Joyce Popp, Dept. of Education  
Kevin Zauha, Dept. of Parks and Recreation  
Scott Williams, Div. of Vocational Rehabilitation  
Robert Butler, Industrial Commission

### CALL TO ORDER

Michael Farley, Chair, welcomed everyone and called the meeting to order.

### MINUTES

**MOTION: Becky Barton-Wagner moved and Shannon Barnes seconded a motion to approve the meeting minutes from August 6, 2013; the motion was approved, with Ms. Shipman abstaining.**

**MOTION: Becky Barton-Wagner moved and Shannon Barnes seconded a motion to approve the meeting minutes from October 1, 2013; the motion was approved, with Ms. Shipman abstaining.**

### STRATEGIC PLANNING

**SUBCOMMITTEE REPORT ON PUBLIC/PRIVATE CLOUD:** Mike Teller gave an overview of the goals and the progress that they have made and briefly reviewed the membership of the subcommittee. Mr. Teller also reported on their meeting with Sonny Hashmi, the Deputy CIO and Chief Technology Officer of General Services Administration (GSA) in November. Mr. Teller then reviewed the Subcommittee meeting schedule for the remainder of FY14. He expects to have a final report in May. The Chair thanked Mr. Teller for hosting the meeting with GSA.

**ICS EMAIL UPDATE:** Carla Casper briefly reported on their progress for transitioning the Division of Building Safety and the Idaho Transportation Department to ICS. Ms. Casper also noted that they are beginning to have conversations with Microsoft related to Office 365, in particular Exchange, and their licensing and pricing models.

**FUTURE INITIATIVES:** As it relates to the State Strategic Plan, Chairman Farley led a discussion of the off-site data centers for disaster recovery and business continuity currently in place around the state (and the associated costs) and the issue of state-owned versus leased facilities. In particular, the question of what this would mean for agencies operating in the Cloud was discussed.

## **INCIDENT RESPONSE UPDATE**

DRAFT ITA POLICIES AND GUIDELINES FOR CYBER SECURITY INCIDENT REPORTING FOR ALL STATE AGENCIES: Pam Stratton briefly reviewed the documents that she sent out to the members for revision and feedback:

- Enterprise Policy – P4510 Cyber Security Incident Reporting

**MOTION: Becky Barton-Wagner moved, and Mike Langrell seconded a motion to recommend approval to the ITA of Enterprise Policy P4510; the motion was approved, with Ms. Shipman abstaining.**

A request was made by Michael Key for standardization on what information is expected, and how it is to be reported. Discussion followed, and Mr. Key recommended that Ms. Stratton add a contact person for the response team back to the agency. He noted that it might not be the Security Coordinator.

- Enterprise Guideline – G510 Cyber Security Incident Reporting Classification Template

**MOTION: Becky Barton-Wagner moved, and Craig Potcher seconded a motion to approve Enterprise Guideline G510 with revisions as discussed, to add an email address and/or phone number to the Guideline; the motion was approved, with Ms. Shipman abstaining.**

- Enterprise Standard – S2100 Operating System (OS) – Desktop & Notebook

Enterprise Standard S2100 was initially revised, in part, due to the end of Microsoft support for Windows XP in April 2014. However, after further discussion regarding agency exemptions from the Standard, it was agreed that Ms. Stratton would work with the Security TWG to identify criteria where it would be acceptable to make exemptions for agencies from this Standard and re-write the Standard to include this criteria. Ms. Stratton will send out the Standard with this additional revision to the members for review.

## **EMAIL GATEWAY UPDATE**

Ms. Stratton gave an overview of the upgrade of the existing appliances to Email Gateway 7.5. She explained that there will be no multi-tenancy, which eliminates the need for agencies to have their own administrator(s). The rules and policies in the filters will be fewer and less complex, with a flat-email filtering solution, including a user-release of SPAM quarantined emails, and zip files will no longer be quarantined. Additionally, email will be quarantined for 14 days instead of five and there will be outbound encryption.

Based on the results of the rollouts to DEQ and the Dept. of Commerce, Mr. Zickau stated that the Office of the CIO, in order to experience first-hand how the migration is affecting agencies, would be the next group to migrate and the agency migration schedule will be re-configured.

## **ITD / CISCO TRAINING**

Vice Chair Barnes reported on the training that Cisco did at ITD and thanked the agencies who attended. She noted that she had received great feedback from the agencies who attended. The Chair commended her for her work in putting this together.

## **IT CLASSIFICATION / COMPENSATION UPDATE**

Chairman Farley briefly explained that with the retirement of the Administrator from the Division of Human Resources on December 31, these updates are on hold until a new Administrator is appointed.

## **IT MARKETING**

Chairman Farley discussed the challenges of bringing skilled IT staff to state agencies and suggested putting together a Technical Working Group to better market and “sell” IT positions in Boise, as well as the rest of Idaho.

## **COMMUNICATION / SYSTEM AVAILABILITY**

Mr. Zickau explained that the Office of the CIO has been pursuing some core network upgrades for some time. He noted that in August, some of the changes that were made were not communicated clearly to the ITLC members.

He stated that OCIO is committed to a level of communication specific to security that is on a par with what we have had for the core network changes.

Mr. Zickau asked that the members contact himself or any of the lead staff at OCIO with questions or concerns. He also asked for feedback and thoughts on SharePoint or some other tool for collaborating and sharing resources. It was suggested that this be added to the agenda for discussion at the next ITLC meeting.

#### **ITA / AGENCY FEE ASSESSMENTS - STATUS**

Greg Zickau gave an explanation and overview of the two different kinds of agency fee assessments. At times, these assessments have both been referred to as ITA fees:

1. ITA (formerly ITRMC) fees: These fees are still in place and will continue; they mostly pay for salaries and overhead.
2. Network and Operations fees

Mr. Zickau also briefly explained the appropriated vs. actual expenditures. In closing, he expressed his appreciation for past and future support from agencies.

#### **PROCUREMENT**

Gregory Lindstrom announced that they have added four new buyers to the Division of Purchasing. Mr. Lindstrom introduced two of the buyers: Andrew Paige and Drew Evans. He stated that Mr. Evans would send out a survey to the members to determine what is working well and what members might like to see changed.

Concerning purchasing, Mr. Lindstrom stated that the video teleconferencing RFP received only one bid. It is likely that DOP will end up negotiating price agreements with the vendors. In the meantime, the current contracts have been extended. Cheryl Dearborn then gave a brief update on the current state of the telecom services.

Mr. Lindstrom then explained that the IT services contracts will expire on March 31, 2014. There is a notice out to the contractors that they can renew for an additional year.

Mr. Lindstrom briefly discussed the option of GSA contracts, explaining that the state has avenues for using these contracts, but will have to look at each contract to make sure we are in compliance with state competitive bid laws, since some of the contracts are not competitively bid.

In closing, Mr. Lindstrom clarified some of the differences between contracts, and gave a brief overview of the e-procurement system, which will replace contracts eventually.

#### **NEW BUSINESS**

Tammy Shipman gave an update on where the State Controllers' Office is at with the browsers and thanked the members for their understanding as they go through the process of implementing their applications.

#### **ADJOURNMENT / NEXT MEETING**

The meeting adjourned at 3:30 p.m., the next meeting is scheduled for February 18, 2013 from 1:30 to 3:30 in Conference Room B9 of the LBJ Building, 650 W. State St., Boise.

Respectfully submitted,



Erin Seaman, Office of the CIO