<div style="border: 2px solid black; padding: 10px;">

Idaho Technology Authority (ITA)
April 24, 2014 Meeting Minutes
(Approved September 3, 2014)

</div>

The Idaho Technology Authority meeting was held on April 24, 2014 at 1:30 p.m. in the Conference Room B09 of the Len B. Jordan Building, 650 West State Street, Boise, Idaho.

ATTENDANCE
Members Present:
Dan Goicoechea, CHAIR, State Controller's Office
Senator Cliff Bayer
David Taylor, Dept. of Health and Welfare
Cathy Holland-Smith, Legislative Services Office
Charlie Spencer, Idaho State Police
Kevin Kempf, Dept. of Correction
Anne Kawalec, IGC-EC Chair
Richard Turner, Military Division
Greg Zickau, Office of the CIO
Mike Rush, State Board of Education
Kevin Iwersen, Idaho Courts
Representative Holli Woodings
Jay Engstrom, Dept. of Labor
Charlene McArthur, Idaho Transportation Dept.

Members Absent:
David Fulkerson, Div. of Financial Management
Representative from Private Industry – position vacant
Employee from State Government – position vacant

Others Present:
Becky Barton-Wagner, Dept. of Insurance
Erin Seaman, Office of the CIO
Carla Casper, Office of the CIO
Michael Farley, Dept. of Health and Welfare
Bill Farnsworth, Office of the CIO
Mike Langrell, Military Division
Teresa Luna, Dept. of Administration
Jennifer Pike, Dept. of Administration
Jon Pope, Office of the CIO
Keith Reynolds, Dept. of Administration
Tammy Shipman, State Controller's Office
Pam Stratton, Office of the CIO
Robert Hugi, Military Division/Public Safety Comm.
John Rigby, Dept. of Correction

Steve Hill, Gartner
Eric Beck, Dept. of Labor
Dennis Stevenson, Dept. of Administration
Shannon Barnes, Idaho Transportation Dept.
Jeff Anderson, Idaho State Liquor Division
Jon Spence, Idaho State Liquor Division
Catie Wiseman, Idaho State Liquor Division
Robyn Lockett, Legislative Services Office
Kim Toryanski, Division of Human Resources
Bob Cooper, Dept. of Insurance
Mike Key, Idaho State Police

CALL TO ORDER
Chairman Dan Goicoechea called the meeting to order and introductions were made.

APPROVAL OF AMENDED AGENDA
MOTION: Dr. Rush moved and Mr. Turner seconded a motion to approve the agenda as amended to add Enterprise Policy P1010 as an action item under the ITA Policies agenda item; the motion passed unanimously.

MINUTES
MOTION: Mr. Turner moved and Ms. Holland-Smith seconded a motion to approve the minutes of the August 1, 2013 meeting; the motion passed unanimously.

2014 IGC-EC ELECTION
Ms. Kawalec reported on the results of the annual election of the Idaho Geospatial Council – Executive Committee (IGC-EC), which recently held its 2014 election.

MOTION: Dr. Rush moved and Mr. Taylor seconded a motion to approve the appointment of the Idaho Geospatial Council – Executive Committee members elected on April 4, 2014; the motion passed unanimously.

ITA POLICIES

The Chair commended the IT Leadership Council (ITLC) for its work on ITA policies and introduced Ms. Stratton, who gave an overview of Enterprise Policy P4510 (Cyber Security Incident Reporting), noting that ITLC and the Security TWG both recommended approval of this policy by ITA.

MOTION: Mr. Taylor moved and Sen. Bayer seconded a motion to approve Enterprise Policy P4510 as presented; the motion passed unanimously.

Ms. Stratton presented the Department of Correction's (IDOC) request for an exemption from Enterprise Standard S2100 (Operating System – Desktop & Notebook). She explained that IDOC had requested a short-term delay of approximately 60 days from the requirement to upgrade XP machines. To date, IDOC had upgraded 97% of their machines.

MOTION: Mr. Iwersen moved and Rep. Woodings seconded a motion to approve the exemption of the Idaho Department of Correction from Enterprise Standard S2100; the motion passed unanimously.

The Chair introduced Mr. Farnsworth, who presented the Idaho Division of Liquor's (IDL) request for an exemption of their marketing website from Enterprise Policy P5010 (Web Publishing) and Enterprise Policy P5020 (.Gov Domain). Mr. Farnsworth explained that this exemption would only apply to an informational website which IDL intended to be consumer-based. IDL would use .com as the domain for this website. The .gov website used by IDL would continue to be used for their governmental functions. Discussion followed, with the request that IDL report back to the committee in one year.

MOTION: Rep. Woodings moved and Mr. Turner seconded a motion to approve the exemption of the Idaho Division of Liquor from Enterprise Policy P5010 and Enterprise Policy P5020, with the request that the Idaho Division of Liquor report back to the committee in one year; the motion passed unanimously.

Mr. Farnsworth briefly reviewed Enterprise Policy P1010 (IT Policies, Standards, and Guidelines Framework). He explained that ITLC had authority to approve Enterprise Standards and was seeking authority to approve exemptions from Enterprise Standards as per Enterprise Policy P1010 and Enterprise Guideline G120 (Exemption Process). This authority would only apply to Enterprise Standards. The authority to grant exemptions from Policy would still rest with ITA. Mr. Farnsworth also clarified that ITA still maintained authority to review any decisions made by ITLC or any of its other subcommittees.

MOTION: Ms. Holland-Smith moved and Capt. Spencer seconded a motion to approve Enterprise Policy P1010 and to delegate authority to the IT Leadership Council (ITLC) to approve exemptions from Enterprise Standards as per Enterprise Policy P1010 and Enterprise Guideline G120; the motion passed unanimously.

Mr. Farnsworth gave an overview of Enterprise Policy P5040 (Use of Social Networking Sites). He explained that this policy addressed consistent use of social media sites, and how agencies should run their social media sites, but did not address personnel policy issues and how individuals used social media.

MOTION: Mr. Turner moved and Sen. Bayer seconded a motion to approve Enterprise Policy P5040 as presented; the motion passed unanimously.

IT BUDGET FOLLOW-UP

Mr. Zickau briefly reviewed the capital equipment, one-time costs and ongoing maintenance enhancements which the Department of Administration, Office of the Chief Information Officer (OCIO) had requested for FY14, and thanked the agencies for their support and help in getting those budget requests passed.

As a result of those budget requests, there was dialogue between the Division of Financial Management (DFM) and the Legislative Services Office (LSO) regarding the mechanisms for Capital investments and one-time costs,

which indicated that the investment in equipment in FY14 had created a maintenance obligation which would need to be paid for.

For FY15, OCIO made a budget request to pay for maintenance of that equipment, which was approved by the Legislature in House Bill 647. House Bill 647 also contained intent language requiring OCIO to analyze expenses and billings, and put a new IT Billing methodology into Rule. The Rulemaking would be a negotiated process with the customers who would be impacted or involved and Mr. Stevenson briefly explained the Rulemaking process and timeline. Mr. Zickau encouraged participation from the customer-base and asked for feedback and support from the members, noting that this was an opportunity for agencies to participate in how those charges would allocated.

Mr. Zickau described the two main funding methods currently in use, in combination, by OCIO it its billings to agencies. One method is an algorithm to allocate costs (used for some services) and the other is a consumption-based funding method for services which can be tracked, such as internet usage or network usage.

In terms of analyzing the current billing processes of OCIO, Mr. Zickau gave an overview of the items OCIO currently bills for, which include telephone services, the State network, Idaho Consolidated Services (ICS), small agency support, and ITRMC/ITA fees. Mr. Zickau presumed that the Rule would roughly reflect this or at least be the draft starting point.

Discussion followed and Mr. Zickau explained that while some of the maintenance costs had already been incurred or were ongoing, agencies had received an appropriation specifically meant to account for the OCIO estimate of what the impact to agencies would be. It was noted that there was already statutory authority at the Department of Administration to collect fees from agencies for services provided, and OCIO would bill in FY15 under established practice since it could not wait for the FY15 Rule before billing for these services in order to recover costs.

Mr. Zickau clarified that the FY15 Rule would take effect in FY16 and that a temporary Rule would not be necessary in this situation. It was noted that elected officials, as well as the judicial and legislative branches, would now pay for services they benefit from.

PUBLIC SAFETY COMMUNICATIONS UPDATE
Mr. Hugi presented an update on Public Safety Communications (PSC), which recently merged with the Idaho Military Division. Mr. Hugi gave an overview of some of the services they provide, as well as their current Cooperative Agencies Network Projects, their partnership project with the Idaho Transportation Department and their future plans. He noted that PSC maintained over 108 mountain-top sites within Idaho, as well as some sites outside of the state, and over 10,000 different communications devices. The system is maintained 24/7, 365 days a year.

ITLC UPDATE
Mr. Farley gave an update on the ITLC committee, noting that ITLC develops and approves all Enterprise IT Standards and Guidelines, as well as develops and reviews all Enterprise IT Policies for ITA approval. He briefly discussed the ITLC mission and goals and reviewed the membership on the committee. Mr. Farley explained that, in addition to their regular meetings, ITLC also meets once a year for statewide strategic planning.

IT STAFFING ISSUES
Mr. Farley briefly discussed the IT staffing issues currently facing the state. He noted that current IT classifications were outdated, and exit interviews indicated that compensation was one of the largest reasons employees left the state. Mr. Farley explained that he would be working with the Division of Human Resources (DHR) to review the IT classifications. He also explained that there was a need to look at how to best market and recruit for IT positions, since many private-sector jobs paid more.

2014 NASCIO IT RECOGNITION AWARDS

Mr. Farnsworth gave an overview of the 2014 NASCIO IT Recognition Awards, which are held annually. He encouraged members to consider submitting agency projects which might be eligible for consideration.

ADJOURNMENT

The meeting adjourned at 3:41 p.m.. The next meeting of the ITA has yet to be scheduled.

Respectfully submitted,

Erin Seaman, Office of the CIO