

# Idaho Technology Authority (ITA)

September 3, 2014 Meeting Minutes

(Approved November 20, 2014)

The Idaho Technology Authority meeting was held on September 3, 2014 at 1:30 p.m. in the East Conference Room of the Joe R. Williams Building, 700 West State Street, Boise, Idaho.

## ATTENDANCE

### **Members Present:**

Dan Goicoechea, CHAIR, State Controller's Office  
David Taylor, Dept. of Health and Welfare  
Clark Rollins, 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  
Representative Holli Woodings  
Eric Beck, Dept. of Labor  
Charlene McArthur, Idaho Transportation Dept. (phone)  
David Fulkerson, Div. of Financial Management

### **Members Absent:**

Senator Cliff Bayer  
Kevin Iwersen, Idaho Courts  
Cathy Holland-Smith, Legislative Services Office  
*Representative from Private Industry – position vacant*  
*Employee from State Government – position vacant*

### **Others Present:**

Gloria Totoricaguena, Pacific NorthWest Economic Region  
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  
Ben Call, Military Division  
Jennifer Pike, Dept. of Administration  
Jon Pope, Office of the CIO  
Keith Reynolds, Dept. of Administration  
Cheryl Dearborn, Office of the CIO

Tammy Shipman, State Controller's Office  
Pam Stratton, Office of the CIO  
Robert Hough, State Controller's Office  
Michael Kalm, Dept. of Labor  
Michael Guryan, IRON  
Chris Stratton, State Controller's Office  
Leanne DeHaas, State Controller's Office  
Gregory Lindstrom, Division of Purchasing  
Dave Harrell, Commission for Libraries  
Roger Dubois, Commission for Libraries

## CALL TO ORDER

Chairman Dan Goicoechea called the meeting to order at 1:33 p.m. and introductions were made. Mr. Goicoechea asked Mr. Zickau to update the committee on recent recognition received by the state of Idaho from the Center for Digital Government (CDG).

Mr. Zickau explained that every two years, the CDG and the Digital States Performance Institute conduct a survey of all 50 states to assess how technology is aligned with and being used to achieve the state's policy objectives. This year, over 40 Idaho agencies contributed, with Idaho being rated a "B", and winning in the "Most Improved" category. Mr. Zickau commended Ms. Pike for her work coordinating this effort.

## MINUTES

**MOTION: Mr. Turner moved and Rep. Woodings seconded a motion to approve the minutes of the April 24, 2014 meeting; the motion passed unanimously.**

## ITA POLICIES

ENTERPRISE POLICY P1020 – Mr. Farnsworth updated the committee on the revisions to Enterprise Policy P1020 (Privacy Policy), which is one of the required elements on state agency web pages. The revisions were related to the Digital Millennium Copyright Act and Child Online Privacy Protection Act (COPPA). He noted that ITLC recommended approval of the this policy, and that the Deputy Attorney General had reviewed this policy.

Mr. Goicoechea requested that a copy of the Digital Millennium Copyright Act be emailed out to the members for their review.

**MOTION: Dr. Rush moved and Mr. Fulkerson seconded a motion to approve the changes to Enterprise Policy P1020 as presented; the motion passed unanimously.**

ENTERPRISE POLICY P1050 – Ms. Stratton explained that this policy (Employee Internet Use, Monitoring and Filtering) was originally approved as the internet use policy for state employees, and has now been modified to include monitoring and filtering. All agencies will be required to go through a web email gateway, and will be able to block internet use by categories and websites.

**Mr. Goicoechea asked if these policies were generally being adhered to.**

Ms. Stratton confirmed that, for the most part, she believed they were being adhered to.

**Mr. Turner asked what the intent was for the language in the Policy stating “Records of the monitored traffic should be retained based on agency requirements” and whether there was a timeframe for compliance.**

Ms. Stratton responded that a 60-day timeframe had been considered, but some agencies need more due to federal requirements, and it also depended on how much storage space agencies had available. She clarified that it was up to individual agencies to block specific sites.

**MOTION: Rep. Woodings moved and Mr. Turner seconded a motion to approve the changes to Enterprise Policy P1050 as presented; the motion passed unanimously.**

### **CYBER SECURITY PLANS**

Mr. Goicoechea introduced Dr. Gloria Totoricaguena, Pacific NorthWest Economic Region (PNWER) Idaho Council Coordinator, who is working with Lieutenant Governor Little, and the Bureau of Homeland Security (BHS) through PNWER to host a workshop on November 13, 2014, which will focus on education, outreach, and public/private partnerships for cyber security in the state of Idaho and will kick-off a three-year program. They are seeking leaders and/or decision-makers to participate in the workshop.

**Dr. Rush asked if the cyber security programs at educational institutions had been contacted.**

Dr. Totoricaguena responded that the University of Idaho has a Center for Secure and Dependable Systems, and their professor will be a part of the planning committee, and will be invited to the November event.

**Mr. Goicoechea asked what the work product would look like once this is all completed.**

Dr. Totoricaguena responded that she believed Gen. Richey was interested in systemic change, in which cyber security becomes a part of the narrative.

### **OFFICE OF THE STATE CONTROLLER (SCO) SYSTEM MODERNIZATION STUDY**

Mr. Goicoechea briefly discussed the age of the financial accounting and payroll systems at SCO, and explained that the Legislature had appropriated funds for a study of the business needs of state agencies. He introduced Chris Stratton, SCO Division of Statewide Accounting, who gave an overview of the study, which would include fiscal, asset management and human resources and be a requirements-based study, focusing on agency needs.

Mr. Stratton reported that Information Services Group (ISG) would be the contractor performing the study and would present a neutral report. Mr. Stratton noted that ISG is independent and not attached to any other vendor. He expected the report to be complete by the end of the calendar year or in January, with the findings to be presented to JFAC during the 2015 Legislative Session.

**Dr. Rush commented that it seemed like a fairly aggressive timeframe. He asked how the information was going to be collected.**

Mr. Stratton responded that SCO would be providing ISG with metrics, and ISG would be using a third-party survey tool, which SCO would send out across the state. ISG will also be visiting some agencies.

Mr. Goicoechea explained that he set the timeline so that decision-makers would see something this winter. He noted that funding options were being discussed with DFM and LSO, since this would be a significant project, and would need to happen eventually.

### **IT BUDGET FOLLOW-UP**

Mr. Zickau reviewed the Rules of the Department of Administration (DOA) governing billing procedures of the Office of the Chief Information Officer (IDAPA 38.06.01), which will put into rule the methodology by which DOA charges back to customer agencies, including things such as overhead. He noted that DOA deliberately tried to avoid putting a dollar figure in the rule, because, in the case of the small agencies which DOA supports, the cost to those agencies depends very much on the size of their agency.

The proposed rule was expected to publish in the October 1 Idaho Administrative Bulletin, with the rule being adopted as pending in November and submitted to the legislature for approval during the 2015 session.

### **Mr. Turner asked if this would be a line-item in agencies' budgets or if it would go through the Statewide Cost Allocation Program (SWCAP).**

Mr. Zickau responded that there was an appropriation in the DOA budget for FY14 to install core network and core security devices. In FY15, the legislature also appropriated funds for DOA to pay for maintenance. Mr. Zickau explained that it was his understanding that each agencies' appropriation had been increased to cover those operation and maintenance costs.

### **Mr. Taylor asked if this rule was documenting a process already in place, and whether ITA would have authority to modify or make suggestions for this rule.**

Mr. Zickau confirmed that this rule would document processes for billing procedures which essentially already exist for agency IT support, network services, telephone services, the ITA and for consolidated services, with a minor modification to the way ITRMC (now ITA) is billed. While he would like to see more ITA involvement in this, based on how far along DOA is in the rulemaking process, he would rather see that happen in a future year.

### **Dr. Rush commented that the caveat was that agencies needed to budget well in advance.**

Mr. Goicoechea noted that part of this was related to finding a metric that both LSO and DFM agreed on.

### **ITLC MEMBERSHIP**

Mr. Zickau reported that Mr. Iwersen, from the judiciary, and a member of the ITA, had requested to be included as a member of the IT Leadership Council (ITLC), which is a subcommittee of the ITA. Mr. Zickau explained that the mission of ITLC is to provide leadership in developing and implementing information technology strategic plan goals. While their membership has remained fairly stable, their intent has always been to be open and embracing of everyone wanting to participate.

Mr. Zickau explained that after quite a bit of discussion by the ITLC members, and after a review of the ITLC Charter, the committee moved at their last meeting to amend the charter to include the Courts and have Mr. Iwersen join the ITLC as a member. He asked for comments and input from the ITA members, noting that a change in membership on ITLC was not insignificant, and ITLC wanted ITA to be aware of this change.

### **Dr. Rush asked whether the ITA set the charter for ITLC, noting that it was unusual for a subcommittee to establish their own rules of operation, but stated that he was not opposed to the action.**

Mr. Zickau responded that his recollection was that ITLC wrote their own charter, adopted it, and briefed ITRMC.

### **Mr. Goicoechea requested that this be added to the agenda for the next ITA meeting in order that the members can gain a better understanding of the ITA's jurisdiction, and the duties and responsibilities of ITLC.**

### **ITLC UPDATE**

Mr. Zickau updated the committee on the most recent ITLC meeting. Highlights included:

- Review by Division of Purchasing (DOP) of the IT services contract, a matrix of services used by agencies
- Concerns about current IT personnel classifications and ability of agencies to hire and retain qualified people
- Modification of ITLC Charter to include the Courts

In response to several questions regarding IT personnel classifications and compensation, and what could be done, Mr. Goicoechea asked Mr. Zickau to report back on the status to the committee at the next meeting.

Mr. Fulkerson suggested that DHR staff and ITLC work together on the IT classifications, as well as FLSA issues, and pair those classes into something reasonable.

### **STRATEGIC PLANNING**

Mr. Zickau reported that the fourth iteration of annual strategic planning for ITLC was scheduled for October 16 and 17 in Boise. He explained that there had been good volunteer commitment from agencies of the resources they have available to commit to strategic initiatives. He invited the ITA members to attend, noting the benefits of the business perspective which ITA members would bring to the process.

### **ArcGIS ONLINE MAPPING**

Mr. Farnsworth reported on the ArcGIS online mapping project, which went live in April after a 6 month pilot project. He demonstrated the application for the committee, noting that maps could be created within just a few minutes, and are all enabled to work on mobile devices. He noted that the Idaho Congressional delegation uses this application, and users can share maps with the delegation. Once a map has been made public, there is no cost to the citizen for them to use it. The only cost incurred is by the license holder, for their license.

**Dr. Rush mentioned that his agency has been using this product, but has been unable to find an official map. He asked if there was a role for ITA to “bless” something.**

Mr. Farnsworth responded that that the Idaho Geospatial Council-Executive Committee (IGC-EC) would be the best group to deal with this.

**Rep. Woodings asked if each agency could be made responsible for their own data layers.**

Mr. Farnsworth confirmed that they were working with agencies as they stand up their layers, and then educating the rest of the agencies about using those layers. He noted that these layers are offered publicly to the citizens, not just state agencies and this is a map service.

Ms. Kawalec noted that the IGC-EC has worked towards defining authoritative data, specifically framework data, such as parcels, road center lines, and tax code area boundaries.

Mr. Farnsworth commented that there has been a user created called “state of Idaho”, and once a layer is deemed authoritative, the ownership of that layer is changed to either the “state of Idaho” or the specific agency, so that the ownership is defined.

Mr. Zickau commented that there was perhaps a prominent role for the ITA as the policy body to work with IGC-EC and ITLC to determine which policies, and which datasets would be a priority for the state to have.

### **ADJOURNMENT**

The meeting adjourned at 3:32 p.m.. The next meeting of the ITA has yet to be scheduled.

Respectfully submitted,



Erin Seaman, Office of the CIO