

Idaho Technology Authority (ITA)

December 8, 2015 Meeting Minutes

(Approved February 23, 2016)

The Idaho Technology Authority meeting was held on December 8, 2015 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
Rep. John Gannon
Maj. Kevin Hudgens, Idaho State Police
Pat Donaldson, Dept. of Correction
Pam Bond, IGC-EC Chair
Richard Turner, Military Division
Greg Zickau, Office of the CIO
Charlene McArthur, Idaho Transportation Dept.
Dave Taylor, Dept. of Health & Welfare
Jim Nottingham, HP Enterprises
Carmen Achabal, Dept. of Commerce
David Fulkerson, Div. of Financial Management
Eric Beck, Dept. of Labor
Alternate for Jay Engstrom

Members Absent:

Jay Engstrom, Dept. of Labor
Kevin Iwersen, Idaho Courts
Senator Cliff Bayer
Cathy Holland-Smith, Legislative Services Office

Others Present:

Erin Seaman, Office of the CIO
Robert Geddes, Dept. of Admin.
Faith Cox, Dept. of Admin.
Sarah Draper, FBI
Joan Compton, Dept. of Admin.
Kris Coffman, Dept. of Admin.
Michael Farley, Dept. of Health & Welfare
Bill Farnsworth, Office of the CIO
Keith Reynolds, Dept. of Administration
Bob Hough, State Controller's Office
Rachel Zahn, Office of the CIO
Gregory Lindstrom, Division of Purchasing
Gideon Tolman, Div. of Financial Management

Robyn Lockett, Legislative Services Office
Tom Olmstead, Office of the CIO
Steve Hill, Gartner
Cheryl Dearborn, Office of the CIO
Becky Barton-Wagner, Dept. of Insurance
Jon Spence, Division of Liquor
Charity Girard, Division of Liquor
Mike Teller, Tax Commission
Tammy Shipman, State Controller's Office
Ty Snyder, CenturyLink
Jeff Walker, Access Idaho
Ben Call, Military Division
Michael Kalm, Dept. of Labor
David Harrell, Commission for Libraries

CALL TO ORDER

Chairman Dan Goicoechea called the meeting to order at 1:30 p.m. Welcome and introductions were made.

MINUTES

MOTION: Mr. Turner moved and Mr. Taylor seconded a motion to approve the minutes of the September 2, 2015 meeting; the motion passed unanimously.

DIVISION OF LIQUOR

Mr. Farley, ITLC chair, reported that the Idaho Division of Liquor had requested membership on ITLC. ITLC voted at their October meeting to recommend approval of this request to the ITA. After a brief discussion, it was agreed that the ITLC charter should be revised to reflect this change before ITA voted to approve.

MOTION: Mr. Beck moved and Mr. Turner seconded a motion to table the approval of the request by the Division of Liquor to join the ITLC pending the revision of the ITLC charter to add Division of Liquor as a member; the motion passed unanimously.

ITA POLICIES

Mr. Zickau briefly explained that ITA is the policy-setting body for state government technology. He noted that the ITA has delegated the authority for technology standards and guidelines to ITLC. Mr. Zickau anticipated quite a few cybersecurity-related policies going forward.

ENTERPRISE POLICY P1080 (CLOUD COMPUTING) – Mr. Teller gave an overview of draft Policy P1080, noting that this would be the first such policy in the state. This draft policy was presented to ITA in September, but the committee had asked to extend the comments period before approving. Additional comments have been incorporated into the draft, along with National Institute of Standards and Technology (NIST) definitions.

MOTION: Mr. Taylor moved and Ms. Achabal seconded a motion to approve Enterprise ITA Policy P1080 as presented, with the understanding that OCIO will work with the committee to strengthen the security component contained in the policy by taking input from the committee and presenting it at the next ITA meeting; the motion passed unanimously.

ENTERPRISE POLICY P4560 (DATA BREACH MANAGEMENT) – Mr. Olmstead reviewed draft policy P4560, which is a new policy that defines a data breach and outlines the responsibilities of an agency when a data breach occurs. Mr. Olmstead explained that ITA Guideline G580 (Cybersecurity Breach Notification) provides suggested procedures for agencies. Discussion followed and Mr. Olmstead recommended that it be up to the CISO to educate smaller agencies about the various policies, standards and guidelines as they are approved. He noted that the state has a cybersecurity webpage (<http://cybersecurity.idaho.gov/>) which has links to a variety of training videos for state employees and citizens.

MOTION: Ms. Achabal moved and Mr. Turner seconded a motion to approve Enterprise ITA Policy P4560 as corrected, with the correction to the acronym for OCIO on page 2; the motion passed unanimously.

INFRAGARD & JOINT TERRORISM TASKFORCE (JTTF)

Agent Sarah Draper, FBI, discussed the organizational structure of the FBI and the JTTF, which is the government's primary prevention arm in the fight against terrorism. The JTTFs, which operate under the national security squad, and alongside the FBI's cyber programs and counter-intelligence programs, are located in every FBI field office and major satellite office. They are FBI-led and -resourced partnerships which work closely with local law enforcement agencies.

Ms. Zahn briefly discussed InfraGard, which is a 501(c)(3) organization dedicated to sharing information and intelligence to prevent hostile acts against the U.S. She explained the process for becoming a member, noting that currently the majority of members are CISOs. Ms. Zahn reported that there will be an InfraGard conference on March 18th at the Idaho National Laboratory (INL). The conference is open to the public and the featured speakers will include representatives from Idaho Power and United Water.

TELECOMMUNICATIONS CONTRACT – UPDATE

Mr. Zickau reported on the new contracts which have been awarded to approximately 100 of the 180 sites through the Request for Proposals (RFP) process. Those sites are in the process of being transitioned over to the new contracts. The remaining sites went through an Invitation to Bid (ITB), and OCIO is working with DOP to determine the next steps in awarding contracts for those sites. The initial 100 sites saw a cost savings, and many of the remaining 80 sites would see some savings, but there were a few rural, hard-to-reach sites that could see cost increases, and OCIO will be working with those sites to find solutions.

STATE STRATEGIC PLAN – UPDATE

STRATEGIC PLAN PROCESS UPDATE – Mr. Zickau gave an overview of the strategic planning session which was held on December 1st. This is the ITA's strategic plan, and would be discussed in more depth at the next ITA meeting. He emphasized the need for accountability in the process.

RECRUITMENT AND RETENTION OF IT STAFF – Mr. Farley reported that the Hay Group IT classification study was expected to be completed by mid-December. He noted that several of the larger agencies had been involved in the process. Once the study is done, there will still be a need to look at recruitment strategies for the state.

Mr. Fulkerson reported that after DHR has reviewed the results, the Hay Group will be invited to present the results to the ITLC committee. The goal is to end up with an IT classification structure that will work for the state for many years. Mr. Fulkerson noted that the results of the study would not be available ahead of the 2016 legislative Change in Employee Compensation (CEC) Committee meetings.

ITA SUBCOMMITTEES – UPDATE

ITLC UPDATE – Mr. Farley reviewed the mission and goals of the ITLC committee and gave an overview of the policies and guidance which have been developed and approved since his last update. With direction from ITA, all of the goals center around making sure agencies go down a unified path that is right for the state. He updated the committee on the status of the previous year’s strategic objectives, and thanked the ITA and ITLC members for their work on this. He discussed the TWGs that will be working on the objectives in the coming year.

CYBER LIABILITY INSURANCE

Ms. Cox, the new statewide Risk Manager, reported on cyber liability insurance, including risk exposures specific to state agencies and statistics on recent data breaches. She has spoken with a broker, whose recommendation was to allow agencies to participate as they are able to. The statutes related to identity theft can be found in Idaho Code §§ [28-51-104](#), [28-51-105](#), [28-51-106](#) and [28-51-107](#). Other items Ms. Cox discussed included:

- “First party” vs. “third party” coverage
- Costs of this type of insurance
- Common policy limitations and exclusions for public entities
- Insurance hotline which would be available to agencies
- Access to pre-negotiated pricing for services such as credit monitoring

Ms. Cox explained that there are several ratings guides for this type of insurance, and a full analysis would be done on potential insurance providers to ensure that they are secure, and have an adequate rating. This type of insurance operates similarly to group health insurance.

Mr. Turner asked about the possible liability to the state for employees who use their personal laptops for work. He noted that although this practice was discouraged, it does occur.

Ms. Cox responded that the state would have liability for those cases, but that her understanding was that most state employees don’t have access to state databases from home.

Mr. Zickau added that a lot of policies would be coming up for approval related to this, including a policy which would require all of this data to be encrypted, which would decrease the state’s exposure. However, he cautioned that there is a cost associated with getting the encryption in place, and managing it.

In closing, Ms. Cox stated that the next step would be to determine how many agencies are interested in participating. She will then gather the information from the broker in terms of what will be needed to move forward, and will then present her findings. Mr. Zickau added that OCIO would work with Ms. Cox on this.

OTHER BUSINESS

NASCIO AWARDS – The Dept. of Labor was a winner in the “Improving State Operations” category for their Internet Unemployment System (iUS) project. Their submission video was shown to the committee.

Due to the meeting running long, the remaining items on the agenda were tabled for a future agenda.

ADJOURNMENT

The meeting adjourned at 3:58 pm. The next meeting of the ITA has yet to be scheduled.

Respectfully submitted,



Erin Seaman, Office of the CIO