Idaho Technology Authority (ITA)
February 23, 2016 Meeting Minutes
(Approved April 26, 2016)

The Idaho Technology Authority meeting was held on February 23, 2016 at 1:30 pm 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
Senator Cliff Bayer
Maj. Kevin Hudgens, Idaho State Police
Pat Donaldson, Dept. of Correction
Greg Zickau, Office of the CIO
Jay Engstrom, Dept. of Labor
Charlene McArthur, Idaho Transportation Dept.
Dave Taylor, Dept. of Health & Welfare
Carmen Achabal, Dept. of Commerce
David Fulkerson, Div. of Financial Management
Matt Freeman, Office of the State Board of Education
Kevin Iwersen, Idaho Courts
Ben Call, Military Division
    Alternate for Dick Turner

Members Absent:
Rep. John Gannon
Cathy Holland-Smith, Legislative Services Office
Pam Bond, IGC-EC Chair
Dick Turner, Military Division
Jim Nottingham, HP Inc.

Others Present:
Robert Geddes, Dept. of Admin.
Erin Seaman, Office of the CIO
Michael Farley, Dept. of Health & Welfare
Bill Farnsworth, Office of the CIO
Bob Hough, State Controller's Office
Gregory Lindstrom, Division of Purchasing
Robyn Lockett, Legislative Services Office (phone)
Tom Olmstead, Office of the CIO
Becky Barton-Wagner, Dept. of Insurance

Mike Teller, Tax Commission
Tammy Shipman, State Controller's Office
Julie Weaver, Office of the Attorney General
Rodger Fisher, Office of the Attorney General
Jeff Walker, Access Idaho
Mark Clough, DEQ
Jeff Walker, Access Idaho
Steve Wilson, BSU
Roger Dubois, Commission for Libraries
David Harrell, Commission for Libraries

CALL TO ORDER
Chairman Dan Goicoechea called the meeting to order at 1:36 pm.

MINUTES
MOTION: Mr. Freeman moved and Mr. Taylor seconded a motion to approve the minutes of the December 8, 2015 meeting, as amended to correct the name of the Division which Mr. Fulkerson represents on the committee, which should read Division of Financial Management; the motion passed unanimously.

IT LEADERSHIP COUNCIL (ITLC)
Mr. Farley, ITLC chair, briefly discussed several action items being requested for approval by the ITLC, including the addition of the Idaho Division of Liquor to ITLC, and the appointment of Mike Teller as Vice Chair.
MOTION: Mr. Fulkerson moved and Mr. Engstrom seconded a motion to approve the proposed amendments to the ITLC Charter, as presented, to strike the reference to a specific number of member agencies, and to reflect the addition of the Division of Liquor as a member; the motion passed unanimously.

MOTION: Mr. Fulkerson moved and Mr. Taylor seconded a motion to amend the agenda to remove the term "interim" from the action item for approving the nomination of Mike Teller; the motion passed unanimously.

MOTION: Mr. Fulkerson moved and Mr. Donaldson seconded a motion to approve the nomination of Mike Teller as Vice Chair of ITLC; the motion passed unanimously.

ITA POLICIES

ENTERPRISE POLICY P1080 (CLOUD COMPUTING) – Mr. Teller gave an overview of the proposed revision to P1080, which would include additional language related to the security of data.
MOTION: Mr. Iwersen moved and Sen. Bayer seconded a motion to approve the revision to Enterprise ITA Policy P1080 as presented; the motion passed unanimously.

ENTERPRISE POLICY P2050 (CYBERSECURITY FRAMEWORK) – Mr. Olmstead reviewed the proposed revisions to P2050. After discussion, it was agreed that further input on this policy was needed and that a policy working group would be created to review and provide additional feedback for this policy.
MOTION: Mr. Fulkerson moved and Ms. McArthur seconded a motion to table approval of the revisions to Enterprise ITA Policy P2050 pending further review and input by a policy working group; the motion passed unanimously.

ENTERPRISE POLICY P4505 (CYBERSECURITY TRAINING) – Mr. Olmstead gave an overview of P4505. After discussion, it was agreed that ITLC would work with DOP to look at possible procurement options in order to leverage the buying power of the state so that all agencies can participate in cybersecurity awareness and training programs. Mr. Freeman agreed to look into the training being done at colleges and universities.
MOTION: Mr. Freeman moved and Mr. Zickau seconded a motion to approve Enterprise ITA Policy P4505 as presented, with the understanding that ITLC would work with DOP to look at a central procurement mechanism in order to enable agencies to implement this policy; the motion passed unanimously.

Ms. Achabal joined the meeting at approximately 2:30 pm.

Sen. Bayer departed the meeting at approximately 2:31 pm.

ENTERPRISE POLICY P4580 (CYBERSECURITY INCIDENT MANAGEMENT) – Mr. Olmstead reviewed P4580. The recently approved ITA Guidelines G510 (Cybersecurity Incident Reporting Classification Template) and G520 (Cybersecurity Incident Handling) provide a template and best practices to help agencies implement this policy.
MOTION: Mr. Zickau moved and Ms. McArthur seconded a motion to approve Enterprise ITA Policy P4580 as amended, to correct the word "plane" which should read "plan" in the first paragraph of Section IV (Policy); the motion passed unanimously.

ENTERPRISE POLICY P4570 (FIREWALL SECURITY) – Mr. Olmstead reviewed P4570, which would replace ITA Standard S3200 (Security-Firewall). This policy is supported by ITA Guidelines G535 (Firewall Configuration Guidelines) and G536 (Firewall: Ports, Protocols, and Services Request).
MOTION: Mr. Taylor moved and Mr. Fulkerson seconded a motion to approve Enterprise ITA Policy P4570 as presented; the motion passed unanimously.

ENTERPRISE POLICY P4130 (DATA CLASSIFICATION) – Mr. Olmstead reviewed P4130, which is an informational item on the agenda. He explained that input and feedback are being sought from the committee on this policy, which would support a multi-phase approach to securing data.

Discussion followed, and representatives from DEQ, the Tax Commission and the Dept. of Insurance spoke regarding their concerns about the level of resources needed to implement this policy.

Mr. Iwersen and Mr. Freeman departed the meeting at approximately 2:51 pm.

Chairman Goicoechea asked the committee and those present in the audience for their thoughts on what the next steps should be on this.

Director Geddes commented that he believed there would be a need to work with the Governor as he prepares his budget recommendation for the next year in order to establish the resources that will be needed for agencies to comply with this policy.

Mr. Fulkerson commented that this was really about records retention and the different classifications of those records, regardless of whether it is in electronic or paper form.

STATE STRATEGIC PLAN – UPDATE
STRATEGIC PLAN PROCESS UPDATE – Mr. Zickau gave an overview of the draft strategic plan, and thanked the ITA members who participated in this process.

MOTION: Mr. Taylor moved and Mr. Fulkerson seconded a motion to accept and approve the 2016 State IT Strategic Plan as presented; the motion passed unanimously.

TELECOMMUNICATIONS CONTRACT – UPDATE
Mr. Zickau presented the final numbers for the overall bandwidth increases and cost savings realized by agencies in the first phase of the transition to the new telecommunications contracts. The transitions are 99% complete for these circuits, although there are a few that can't be done yet because due to winter weather. He expected to have information on the next round of transitions soon, and explained that there will be a few sites in remote locations that will need to be contracted for individually.

Mr. Zickau briefly discussed the intent language which had been included in the FY15 appropriations bill for the Department of Administration (DOA), and which limited DOA to a one-year contract. He noted that the broadband legislative interim committee had recently recommended that the intent language not be included for the upcoming year in order to enable DOA to sign contracts that would be most advantageous to the state.

ITA SUBCOMMITTEES – UPDATE
ACCESS IDAHO STEERING COMMITTEE UPDATE – Mr. Farnsworth gave an overview of Access Idaho, which is the state's "portal" contractor, and the Access Idaho Steering committee. He explained some of the services Access Idaho provides, and noted that this has been a very successful long-term project. The current Access Idaho contract, which was signed in 2015, will be up for renewal in June 2017.

Several committee members expressed thanks to Access Idaho on behalf of their agencies for Access Idaho's work in re-designing the state webpages.

OTHER BUSINESS
MICROSOFT OFFICE 365 – Mr. Farley briefly discussed the move of Microsoft towards a subscription-based model, and how that may impact the funding process for agencies.

CYBER SECURITY TASKFORCE – Mr. Olmstead reported on the most recent Cyber Security Taskforce meeting, noting that the Taskforce is beginning to discuss possible options for governance "post-Taskforce." He also reported on a pilot program requested by the Lt. Gov. which will include several small, medium and large agency volunteers who will work on implementing the first five Critical Security Controls (CSC), in order to determine the impact in terms of time and resources. Mr. Olmstead will the point of contact for coordinating this effort.

2016 CENTER FOR DIGITAL GOVERNMENT SURVEY – Mr. Zickau encouraged agencies to participate in the upcoming 2016 CDG survey. DOA is the lead agency and will be coordinating the statewide response. This survey comes out every even year. The 2014 survey resulted in great feedback and publicity for the state.

Chairman Goicoechea shared that Steve Hill, of Gartner, has announced his retirement.

ADJOURNMENT
The meeting adjourned at 3:37 pm. The next meeting of the ITA has yet to be scheduled.

Respectfully submitted,

Erin Seaman

Erin Seaman, Office of the CIO