

# Idaho Technology Authority (ITA)

September 8, 2016 Meeting Minutes

*(Approved December 6, 2016)*

The Idaho Technology Authority meeting was held on September 8, 2016 at 9:30 am 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  
Rep. John Gannon  
Maj. Kevin Hudgens, Idaho State Police  
Pat Donaldson, Dept. of Correction  
Greg Zickau, Office of the CIO  
Jay Engstrom, Dept. of Labor  
Dave Taylor, Dept. of Health & Welfare  
Carmen Achabal, Dept. of Commerce  
Pam Bond, IGC-EC Chair  
Cathy Holland-Smith, Legislative Services Office  
Charlene McArthur, Idaho Transportation Dept.  
Ben Call, Military Division  
*(Alt. for Gen. Richard Turner)*

### **Members Absent:**

Kevin Iwersen, Idaho Courts  
Jim Nottingham, HP Inc.  
David Fulkerson, Div. of Financial Management  
Matt Freeman, Office of the State Board of Education

### **Others Present:**

Keith Reynolds, Dept. of Admin.  
Michael Farley, Dept. of Health & Welfare  
Erin Seaman, Office of the CIO  
Jon Pope, Office of the CIO  
Mike Teller, Tax Commission  
Eric Beck, Dept. of Labor  
Chris Smith, Office of the CIO  
Tom Olmstead, Office of the CIO  
Bill Farnsworth, Office of the CIO  
Faith Cox, Risk Management  
Joan Compton, Risk Management

Bob Hough, State Controller's Office  
Tammy Shipman, State Controller's Office  
Lourdes Matsumoto, State Controller's Office  
Julie Weaver, Office of the Attorney General  
Jeff Walker, Access Idaho  
Andy Mehl, Office of the State Board of Education  
Roger Dubois, Commission for Libraries  
Becky Barton-Wagner, Dept. of Insurance  
Chris Victory, Idaho Transportation Dept.  
Michael Pearson, Dept. of Fish & Game  
Katie Stone, Gartner (phone)

## CALL TO ORDER

Chairman Dan Goicoechea called the meeting to order at 9:35 am.

## REQUEST TO AMEND AGENDA

**UNANIMOUS CONSENT: At the request of Mr. Zickau, and granted by unanimous consent, the agenda was amended to remove the item under "Other Business: OCIO Decision Unit for FY18."**

That agenda item will be presented at a future meeting.

## MINUTES

**MOTION: Mr. Zickau moved and Sen. Bayer seconded a motion to approve the minutes of the June 30, 2016 meeting, as presented; the motion passed unanimously.**

## ITA POLICIES

ENTERPRISE POLICY P1080 (CLOUD COMPUTING) – Mr. Farnsworth explained that this policy was being revised to add "Desktop as a Service" (DaaS) to the Service Models definitions. He noted that cloud computing is a rapidly evolving area, and this policy would continue to need to be revised periodically.

Discussion followed, and it was emphasized that agencies should look at the best practices terms and conditions for cloud services as they renew contracts. Mr. Zickau commented that agencies are asked to comply with policies, and he has recommended to the Governance Working Group of the Governor's Cybersecurity Taskforce that the current governance model could be enhanced by adding a policy audit capability along with an enforcement mechanism.

**MOTION: Mr. Taylor moved and Ms. McArthur seconded a motion to approve the revisions to Enterprise ITA Policy P1080, as presented; the motion passed unanimously.**

ENTERPRISE POLICY P4120 (PUBLIC ONLINE FILE STORAGE SERVICES) – Mr. Olmstead discussed the proposed revisions, which included the addition of a Classification Level 4. These revisions align with ITA Policy [P4130](#) (Information Systems Classification) and the National Institute of Standards and Technology (NIST) Special Publication [800-144](#) (Guidelines on Security and Privacy in Public Cloud Computing). Mr. Olmstead emphasized that data owners are responsible for determining the classification levels of their data, and added that when sharing data between agencies, there should be a Memorandum of Agreement (MOA) between those agencies which specifies how data is shared or handled.

In response to a question, Mr. Zickau explained the process by which policies are developed and vetted through the IT community as well as the notification process once a policy is approved.

**MOTION: Ms. Holland-Smith moved and Mr. Engstrom seconded a motion to approve the revisions to Enterprise ITA Policy P4120, as presented; the motion passed unanimously.**

#### **CYBERSECURITY INCIDENT UPDATE**

Mr. Pearson reported on the actions being taken by the Idaho Dept. of Fish & Game (IDFG) following the recent cybersecurity incident which occurred on the website owned by its third party vendor, Active Outdoors. It was expected that Active Outdoors would assume full responsibility, and bear the cost for, this incident. A press release would be forthcoming from IDFG with more details and information. Mr. Pearson also briefly discussed the terms of the current contract and noted that IDFG is working with the Division of Purchasing and Risk Management on a new RFP for a new license system vendor, which is expected to be released shortly.

Mr. Olmstead added that OCIO has sent out an advisory email to agency directors recommending that they evaluate their forward-facing websites using the Open Web Application Security Project (OWASP) Top 10 vulnerabilities, and offering assistance if needed.

#### **CYBER LIABILITY INSURANCE UPDATE**

Ms. Cox reported that the Risk Management Advisory Committee has met and unanimously agreed that this insurance coverage should be obtained for FY18. She added that Mr. Reynolds has met with LSO and DFM, and Ms. Compton has been gathering information from agencies in order to calculate premiums, which will be calculated based on the number of records an agency owns which contain personal information. Ms. Cox discussed the amount of coverage being sought and how the deductible would be collected from the agencies. Due to the budgeting process, there was no way to implement statewide coverage for FY17, although several agencies have expressed interest in obtaining individual agency coverage for FY17. She noted that if there is a way to fund the policy sooner, it could be put in place very quickly.

Discussion followed, and Ms. Holland-Smith explained the process for agencies wishing to make a supplemental budget request. Chairman Goicoechea stated that a letter of support on behalf of the ITA might be in order to ensure that the policy makers understand the immediacy of this need. It was agreed that Ms. Cox and Mr. Zickau would speak with Director Geddes to see if it was possible to facilitate a quicker timeline for obtaining coverage. Ms. Holland-Smith added that LSO would be willing to do what they could to help as well.

#### **ITA SUBCOMMITTEES – UPDATE**

ACCESS IDAHO STEERING COMMITTEE – Mr. Farnsworth gave an update on the Access Idaho project, which began in 1999 and is overseen by this steering committee. Access Idaho is the primary vendor for the online presence for the state of Idaho and offers a variety of services to agencies such as web design (including the

state templates), financial and billing tools and online payment applications. Access Idaho also manages the state homepage. The current contract with Access Idaho has a term of 2 years, running through June 2017, and is in the process of being reviewed. Mr. Farnsworth is working with the Division of Purchasing on the RFP.

Mr. Farnsworth noted that although Access Idaho was not involved in the IDFG incident, as a result of the incident Access Idaho has run a number of tests on their systems to ensure their security.

DRIVER'S RECORD DASHBOARD (DRD) – Mr. Walker, General Manager for Access Idaho, gave an overview of the Driver's Record Dashboard, which is an online interactive driver's license record safety monitoring application developed in partnership by Access Idaho and the Idaho Transportation Department.

Mr. Farnsworth added that cities, counties and state agencies interested in utilizing this service for their drivers could do so at no charge since they are government entities and therefore exempt from fees.

#### **OTHER BUSINESS**

O365 WORKING GROUP UPDATE – Mr. Zickau reported on the initial meeting of this working group, which is composed of representatives from interested agencies. The goal of this group is to enable collaboration while allowing flexibility for agencies, and to develop technical guidance for agencies planning to migrate to O365.

FISCAL CODING: NEW EXPENDITURE SUBOBJECT CODES – Mr. Farnsworth reviewed the new expenditure subobject codes for cloud services that were recently adopted. Information has been forwarded to fiscal officers and IT departments at agencies, and there will be a process for educating them on these new codes.

#### **EXECUTIVE SESSION: STATE INFORMATION MANAGEMENT PLAN**

**MOTION TO ENTER EXECUTIVE SESSION: Mr. Zickau moved and Mr. Engstrom seconded a motion that the committee enter Executive Session pursuant to Idaho Code 74-206(1)(d) to consider records that are exempt from disclosure as provided in Idaho Code 74-105(4)(b) and 74-107; the motion passed unanimously.**

**The Committee entered Executive Session at 11:30 am.**

#### **The roll call vote was as follows:**

Chairman Goicoechea – Aye	Ms. Holland-Smith – Aye	Mr. Taylor – Aye
Rep. Gannon – Aye	Mr. Donaldson – Aye	Ms. Achabal – Aye
Sen. Bayer - Aye	Mr. Zickau – Aye	Ms. Bond – Aye
Mr. Call – Aye	Mr. Engstrom – Aye	
Maj. Hudgens – Aye	Ms. McArthur – Aye	

#### **Guests present during Executive Session:**

Ms. Seaman	Mr. Olmstead	Ms. Weaver
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**The Committee resolved into regular session at 12:04 pm. No actions were taken during Executive Session.**

#### **ADJOURNMENT**

The meeting adjourned at 12:08 pm. The next meeting of the ITA has yet to be scheduled.

Respectfully submitted,



Erin Seaman, Office of the CIO