The August 2, 2011 meeting of the IT Leadership Council was held in the East Conference Room of the JRW Building, 700 West State Street, Boise, Idaho.

ATTENDANCE
Members/Alternates Present:

Shannon Barnes (Interim Chair), Transportation Dept.
Becky Barton-Wagner, Dept. of Insurance
Greg Zickau, Office of the CIO
Craig Potcher, Dept. of Fish & Game
Michael Farley, Dept. of Health & Welfare
Dan Raiha, Dept. of Lands (phone)
Suchitra Ganapathi, Dept. of Correction
Michael Key, Idaho State Police
Steve Wilson, State Controller's Office
John McAllister, Dept. of Labor
Rudy Zauel, State Tax Commission
Glen Gardiner, Dept. of Water Resources (phone)
Mike Langrell, Idaho Military Division

Others present:

Sally Brevick, Office of the CIO
Carla Casper, Office of the CIO
Cheryl Dearborn, Office of the CIO
Bill Farnsworth, Office of the CIO
Mike Guryan, Office of the CIO
Bob Hough, State Controller's Office
Gregory Lindstrom, Div. of Purchasing
Scot Maring, Office of the CIO
Bob Nertney, Div. of Voc. Rehabilitation
Terry Pobst-Martin, Office of the CIO
Mark Sanders, Hewlett Packard
Mike Seifrit, Dept. of Juvenile Corrections
Pam Stratton, Office of the CIO

Members Absent:

Kevin Zauha, Parks and Recreation
Margaret Ross, Central District Health Dept.
Robert Butler, Industrial Commission
Troy Wheeler, Dept. of Education

WELCOME
Shannon Barnes welcomed everyone and called the meeting to order.

MINUTES
MOTION: Steve Wilson moved and Becky Barton-Wagner seconded a motion to approve the meeting minutes from June 7, 2011 as presented; the motion passed unanimously.

PERFORMANCE MANAGEMENT SYSTEM
Michael Farley reported that Vicki Tokita from Div. of Human Resources (DHR) will be presenting at the next ITRMC meeting on the performance management system that DHR is developing in conjunction with the State Controller's Office. A meeting is to be held on August 3rd to consider the overall direction for the state from an enterprise perspective.

ITD has an Invitation to Bid out now for a separate, COTS (Commercial Off The Shelf) system that will cost $150K. The ITD system is more focused on tracking employee performance in relation to goals. ITD is committed to combining its system with that of DHR once the DHR system has the same functionality. In the meantime, the ITD system will be used as a pilot for the state.

PSTN CONTRACTS AND BILLING
Cheryl Dearborn explained that multiple contracts have been awarded for traditional dial-tone access that will cover existing services and also expand into services previously bought without contract. The OCIO is gathering data on inventory and associated features in order to evaluate the fiscal impact of the new contracts.

Previously certain services were directly billed to the agencies while others were billed to the OCIO and then re-billed to agencies. The OCIO will be the single billing point for all of the new contracts and inter-agency billing will then be carried out. Agencies received a notification about this in the last inter-agency billing and further details will be shared in the next billing cycle about the anticipated cost impact.

NETWORK
PERFORMANCE METRICS: Mike Guryan reminded council members that, since the merging of ESOC with ITEAC, the ITLC was now responsible for oversight of the state network. Access to the network is managed by the OCIO and Mike shared a report through July showing availability of the core, edge and CE routers as well as average inbound (47%) and outbound (69%) utilization for the MPLS aggregation circuits.

Mike Key noted that several of the figures were above 100%. Mike Guryan explained that this was an anomaly and he would look into it. The committee discussed how best to carry out network oversight, given that the OCIO has operational responsibility. Shannon Barnes suggested relevant data would include information on outages, whether they are preventable and whether the vendor is performing according to the contract. It was also noted that it will be the role of the Vice Chair (not yet appointed) to be responsible for performance metrics.

INTERNET COSTS: Agencies currently have the option to buy dedicated bandwidth at a per/Mb rate. The OCIO is considering distributing the cost of the remaining bandwidth to other users, again on a per/Mb basis. Greg Zickau explained that additional funding to cover bandwidth growth was unlikely to be obtained. The cost has been controlled thus far by renegotiating the contract as well as using capitol restoration money for telecom. However, these are not viable long term options. The total cost is about $160K, about half of that is General Fund so the remaining $80K would be subsidized out to agencies. In order to provide agencies with planning capability, the OCIO will start "shadow-billing", probably in October.

Mike Key commented that consideration had previously been given to providing internet access as a statewide utility service provided solely by the Dept. of Administration, and he still felt this was appropriate. Greg suggested that, under that system, individual agencies would not be accountable for their bandwidth usage. If the Dept. of Administration was to assume sole responsibility then greater restrictions would be imposed, whereas the proposed system would allow agencies the flexibility to make their own business decisions about their bandwidth use. Greg added that agencies might be able to absorb small, individual cost increases more easily than the Dept. of Administration could request a substantive, collective increase.

SECURE STATE NETWORK WORKING GROUP: Terry Pobst-Martin appealed for increased agency participation. The next guideline to be addressed is for application security. Terry was asked to send out the current member list and allow agencies to make adjustments.

Terry also announced that she would be leaving her position of State Information Security Officer towards the end of the month.

ICS SERVER HARDWARE MAINTENANCE
Shannon acknowledged and thanked the Dept. of labor for their generosity in supporting the ICS and providing funds to cover a fourth year of maintenance for the leased ICS hardware.

PROJECT OVERSIGHT
Mike reported that the Project Review Technical Working Group (PR TWG) had met On June 22 to consider the goals of the process. Following the project submission deadline of July 15, the group met again on July 20 to review submissions, define the enterprise categories and assign enterprise categories to the FY13 projects submitted. The Enterprise Categories definitions:

UTILITY: Basic infrastructure service or global commodity, in use or likely to be used by most if not all agencies.
(Service provided by vendor, agency or consortium / oversight provided by the ITLC)

SHARED: subset of global commodity, used by many agencies.
(Service provided by vendor, agency or consortium / oversight provided by "center of excellence")

LINE OF BUSINESS: Closely tied to an agency's unique primary mission
(Service and oversight provided by Agency)

Mike Key expressed concern about the examples in each category (shared prior to the meeting) and whether they were intended merely as a guideline for the project review process or whether these would set a precedence for governance. In the discussion that followed, the consensus was that the details were not critical at this time and further discussion was encouraged. It was also noted that a particular service could fall into more than one enterprise category.

Due to insufficient time, the committee delegated the selecting of projects for consolidation to the PRTWG.

CHARTER UPDATE
Suggested amendments were noted, the updated version will be distributed by email.

ITLC CHAIR
There was insufficient time for to address this item.

NEW BUSINESS
Bill Farnsworth shared details of an upcoming planned power outage to the Capitol.

NEXT MEETING
The meeting adjourned at 3:15, the next meeting is scheduled for October 4, 2011 from 1:30 to 3:00 in the East Conference Room of the JRW Building, 700 W. State St., Boise.

Respectfully submitted,

Sally Brevick, Office of the CIO