

Idaho Technology Authority (ITA)

## IT Leadership Council (ITLC)

Draft Meeting Minutes: April 21, 2015 at 9:30 a.m.

Conference Room B9 of the LBJ Building, 650 West State Street, Boise, Idaho.

*(Approved June 16, 2015)*

### ATTENDANCE

#### **Members/Alternates Present:**

Michael Farley, Chair, Dept. of Health & Welfare  
Shannon Barnes, Transportation Department  
Greg Zickau, Office of the CIO  
Mike Teller, State Tax Department  
Tammy Shipman, State Controller's Office  
Becky Barton-Wagner, Dept. of Insurance  
Bob Nertney, Health Districts (phone)  
Glen Gardiner, Dept. of Water Resources  
Scott Williams, Div. of Vocational Rehabilitation  
Robert Butler, Industrial Commission  
Stan Passey, Idaho State Police  
Mike Langrell, Idaho Military Division  
Matt Sande, Dept. of Lands (phone)  
*(Alt. for Dan Raiha)*  
Bart Butterfield, Dept. of Fish & Game  
*(Alt. for Craig Potcher)*  
Michael Kalm, Dept. of Labor  
*(Alt. for Eric Beck)*

#### **Members Absent:**

Kevin Iwersen, State Supreme Court  
Will Goodman, Dept. of Education  
VACANT, Dept. of Parks & Recreation  
VACANT, Idaho Dept. of Correction

#### **Others present:**

Erin Seaman, Office of the CIO  
Cheryl Dearborn, Office of the CIO  
Jon Pope, Office of the CIO  
Bill Farnsworth, Office of the CIO  
Gara McCutchen, Verizon Wireless  
Steve Hill, Gartner  
Nick Powers, DEQ (phone)  
Rachel Zahn, Office of the CIO  
Bob Ross, Dept. of Fish & Game  
Cheryl Baldus, Dept. of Parks and Recreation  
Ben Call, Idaho Military Division  
David Fulkerson, Division of Human Resources  
Sharon Duncan, Division of Human Resources  
Gregory Lindstrom, Division of Purchasing  
Sarah Hilderbrand, Division of Purchasing  
Stephen DeBoard, Div. of Vocational Rehabilitation  
David Harrell, Idaho Commission for Libraries  
Robert Hugi, Idaho Military Division  
John Brown, Dept. of Labor  
Mackenzie Brown, Dept. of Labor  
Chris Stevens, CradlePoint

### CALL TO ORDER

Chairman Farley called the meeting to order at 9:32 a.m. Welcome and introductions were made.

### APPROVAL IN CHANGE OF ORDER OF THE AGENDA

**MOTION: Mr. Teller moved and Ms. Barton-Wagner seconded a motion to move the "Strategic Plan – Updates" agenda item up on the agenda, immediately following approval of the minutes; the motion was approved, with Ms. Shipman abstaining.**

### MINUTES

**MOTION: Ms. Barton-Wagner moved and Mr. Teller seconded a motion to approve the meeting minutes from February 17, 2015; the motion was approved, with Ms. Shipman abstaining.**

### STRATEGIC PLAN – UPDATES

RFP FOR NETWORK SERVICE OFFERINGS – Mr. Pope briefly reported on the progress of the state agency RFP, noting that he, Cheryl Dearborn and the Division of Purchasing (DOP) have been working on this, and agency feedback is being incorporated. Mr. Pope explained that Mr. Zickau was also working on an analysis of statewide versus individual agency broadband contracts.

IMPROVE RECRUITMENT AND RETENTION OF IT STAFF – Chairman Farley introduced Mr. Fulkerson, Interim Administrator of the Division of Human Resources (DHR), and Deputy Administrator of the Division of Financial Management (DFM). Chairman Farley and Mr. Fulkerson have been working together on this, and Mr. Fulkerson

reported that the Hay Group has been hired to conduct a study on the IT classifications for the state. He explained that the goal is to modernize and simplify the current IT classifications. The timeline for completion is open-ended, but Mr. Fulkerson was hopeful that it would be done within the next six months.

**MOBILE SERVICES** – Mr. Farnsworth updated the committee on progress of creating mobile services for citizens. Agencies are being directed to use the state templates, which mobile-enable the websites.

**MAPPING SERVICES** – Mr. Farnsworth reported on the objective of leveraging mapping applications. He stated that the ArcGIS Online (AGOL) application has been implemented, and that by doing this as an enterprise service, the state is saving approximately \$72,000 per year over what would have been spent if each agency were to implement their own mapping services. He also noted that Idaho was recently named one of the Top 7 State Government GIS Innovators by Govloop and Esri.

**IMPROVE CITIZEN SERVICES ON IDAHO.GOV** – Mr. Farnsworth explained that services are continually being added. He shared that the state is in the process of working with the Office of the State Board of Education (OSBE) to stand up a common application form for colleges and universities in Idaho, which would allow prospective college students to submit a single application to multiple colleges and universities in Idaho. He also discussed fleet monitoring, being done with ITD, in which the monitoring of fleet drivers will eliminate the need for random checks.

**CLOUD SERVICES** – Mr. Teller briefly reported that he is working with DOP on establishing the criteria for evaluating multiple contracts for cloud services. He expressed appreciation for the work being done by Bill Burns on developing the terms and conditions, which were expected early next fiscal year.

Ms. Barnes commented on ITD's recent transition to online exchange, noting the difficulties encountered. She emphasized the need for ITLC to be talking about this as a group due to the huge technical and cultural issues involved, and encouraged the group to think about this next year during strategic planning.

Chairman Farley expressed appreciation for the ITLC members for their work on the strategic planning process.

## **PROCUREMENT**

**NASPO PC CONTRACTS** – Ms. Hilderbrand briefly reported on the 31 new PC contracts (previously known as WSCA-NASPO), now called NASPO ValuePoint. She noted that these contracts would replace the ones currently in place. She stated that she was seeking help from the IT community in whittling down the list, since Bill Burns, as the administrator of DOP, must have justification in order to put together a multiple award. She explained that there was a need to narrow down the mandatory use list so that less frequently purchased items (while still on the contract) would be optional. She emphasized the need to get the right contracts in place.

Chairman Farley explained that a working group had been put together to define and address procurement issues which had been raised as an operational imperative on the strategic plan. He volunteered to help lead the charge in working on this and invited any interested members to join in.

**EFFECTS OF LEGISLATURE ON DOP GUIDELINES** – Ms. Hilderbrand reported on the approved modifications to IDAPA 38.05.01, including updates to the electronic signature requirements. She stated that the solicitation instructions and templates would be updated to reflect the changes. She noted that Julie Weaver, Deputy Attorney General, had also drafted a new Section 112, to address prohibited and special consideration terms.

**STATUS OF DELL SOFTWARE CONTRACT** – Mr. Lindstrom explained that Jason Urquhart was handling the Dell Software contract. Mr. Urquhart was not able to attend the meeting, so Mr. Lindstrom gave a very brief update and stated that questions should be directed to Mr. Urquhart.

**DFM BUDGET MANUAL: BUDGET ESTIMATE GUIDELINES** – Mr. Zickau briefly reviewed the history of DOA's involvement with the DFM Budget Manual. He explained that some years ago, DFM asked DOA for input on computer costs for the budget manual. Prior to that, agencies wanting to purchase computers would submit budget requests for \$1,500, which was the policy guidance in the budget manual. At the request of DFM, DOA

researched contract prices for PCs and laptops. This became an annual review with DFM and DOA on what the appropriate budgeted costs should be for a general PC or laptop. He stressed that the budget manual is meant as guidance, and not a limit on what can be spent or budgeted. He noted that for purchases other than a standard laptop on a standard contract, agencies still needed to provide justification to DFM.

### **TELECOMMUNICATIONS CONTRACT UPDATE**

Mr. Zickau reported on the DOA analysis of statewide versus individual agency procurement of broadband, required by intent language in the FY2016 DOA appropriation bill. He noted that this may have been driven by the outcome of the Idaho Education Network (IEN), which went from a statewide managed contract and a statewide managed service, to individual efforts by individual school districts. The legislature appeared to be seeking information on whether this new model would work for state agencies.

Mr. Zickau gave a brief overview of the analysis, which required an examination of cost, benefits and flexibility. He noted that the analysis needed to be done prior to the expiration of the six-month emergency contract, which is in place for the Wide Area Network (WAN) services outside Ada and Canyon Counties until August 27, 2015. Although the analysis can include both an RFI and an RFP, DOA will use an RFP, as there is not enough time for an RFI.

Mr. Zickau stated that the draft analysis document would be sent out to the members for their review, as not everyone had seen it yet. He gave a high-level overview of the analysis.

Mr. Zickau commented that a number of agencies have already written letters of support for the analysis, and the next step will be to seek the support and approval of the Idaho Technology Authority (ITA).

In response to a question, Mr. Zickau explained that DOA, DOP and Julie Weaver (deputy attorney general), agreed that it would be beneficial to adjust the special terms and conditions for telecommunications, but that was the only thing left to be done from a contracting technical perspective. He explained that the RFP can be released as a phase of the analysis, but DOA wanted to communicate with all involved and have some sense that the community is supportive of the analysis prior to doing that. He was seeking support from ITLC and ITA and he planned to send the academic portion of the analysis to legislative leadership for their response before releasing the RFP. He noted that although there was barely enough time to do this, as long as the RFP was on the street by the end of May/early June, a contract could be in place to replace the emergency contract.

In response to a question regarding the contract length required by the intent language, Mr. Zickau agreed that a 12-month contract was problematic, and could impact how many vendors signed on, as well as prices. He explained that individual agency contracts would be a legitimate direction, but he believed that would be a sad day for the state. He anticipated that, ideally, DOA would receive support, issue the RFP and get the results of the 12-month term contract. Then, once a policy direction was provided by the legislature and the governor, DOA would re-issue the RFP, if that were the policy direction.

**MOTION: Mr. Langrell moved and Mr. Teller seconded a motion to endorse the analysis and conclusions of the Department of Administration (DOA) that a statewide broadband procurement effort is in the overall best interests of state government; the motion was approved, with Ms. Shipman abstaining.**

### **ITA POLICIES**

CLOUD COMPUTING POLICY P1080 – Mr. Teller provided an overview of Enterprise Policy P1080. Discussion followed and it was agreed that further editing would be done on this draft policy prior to presenting it to the ITA. Mr. Teller said he would send the draft policy out to the members for editing and asked that all responses be made by April 28. He thanked those who provided input on the initial draft.

WEB PUBLISHING POLICY P5010 – Mr. Farnsworth briefly discussed the proposed revisions to Enterprise Policy P5010, which would assure that URL ownership, hosting or services would be under State ownership.

**MOTION: Ms. Barton-Wagner moved and Ms. Barnes seconded a motion to recommend approval to the ITA of Enterprise Policy P5010 as presented; the motion was approved, with Ms. Shipman abstaining.**

CONTINUATION OF DIVISION OF LIQUOR (IDL) EXEMPTION FROM ENTERPRISE POLICIES P5010 AND P5020 – Mr. Farnsworth reported that in 2014, the ITA had approved the exemption of the Division of Liquor from Enterprise Policies P5010 and P5020 with the request that IDL report back in one year. The exemption was for IDL’s marketing website, which was intended to be consumer-based, and was separate from its .gov website used for governmental functions. IDL was now seeking a continuation of this exemption.

Discussion followed, and Mr. Langrell expressed some concern that there was no specific end-date for the exemption. Mr. Farnsworth responded that one year has been standard for other exemptions granted in the past, which have typically dealt with needs that had definable end-dates. For this exemption, Mr. Farnsworth proposed seeking an indefinite or permanent exemption from the ITA.

**MOTION: Mr. Langrell moved and Ms. Barton-Wagner seconded a motion to recommend approval by the ITA of the exemption of the Idaho Division of Liquor from Enterprise Policy P5010 and Enterprise Policy P5020.**

**SUBSTITUTE MOTION: Mr. Zickau moved and Ms. Barton-Wagner seconded a substitute motion to recommend approval by the ITA of the exemption of the Idaho Division of Liquor from Enterprise Policy P5010 and Enterprise Policy P5020, with a sunset clause on the exemption not to exceed five (5) years; the substitute motion was approved, with Ms. Shipman abstaining.**

**OTHER BUSINESS**

2015 NASCIO AWARDS – Mr. Farnsworth reported that nominations were being accepted for the 2015 NASCIO State IT Recognition Awards, honoring outstanding IT achievements in state government. He noted the importance of recognizing the great work done by Idaho agencies, adding that this was one of the big awards in state government.

**ADJOURNMENT / NEXT MEETING**

The meeting adjourned at 11:35 a.m. The next meeting was scheduled for June 16, 2015 at 9:30 a.m. in Conference Room B09 of the LBJ Building, 650 W. State St., Boise.

Respectfully submitted,



Erin Seaman, Office of the CIO