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│                    0Idaho Technology Authority (ITA)                  │
│                   IT Leadership Council (ITLC)                        │
│              Meeting Minutes: June 16, 2015 at 9:30 a.m.              │
│      Conference Room B9 of the LBJ Building, 650 West State Street, Boise, Idaho. │
│                   (Approved on August 18, 2015)                       │
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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)
Scott Williams, Dept. of Parks & Recreation
Robert Butler, Industrial Commission
Stan Passey, Idaho State Police
Mike Langrell, Idaho Military Division
Stephen DeBoard, Div. of Vocational Rehabilitation
Eric Beck, Dept. of Labor
Dan Raiha, Dept. of Lands (phone)
Bob Ross, Dept. of Fish & Game *(Alternate)*
Mark Hill, Dept. of Education *(Alternate)*
Randy Turner, Dept. of Correction *(Alternate)*
Brigette Teets, Dept. of Water Resources *(Alternate)*

Members Absent:
Kevin Iwersen, State Supreme Court

Others present:
Erin Seaman, Office of the CIO
Michael Kalm, Dept. of Labor
Bob Hough, State Controller's Office
Cheryl Dearborn, Office of the CIO
Jon Pope, Office of the CIO
Tammy Bisterfeldt, Office of the CIO
Bill Farnsworth, Office of the CIO
Gara McCutchen, Verizon Wireless
Steve Hill, Gartner
Rachel Zahn, Office of the CIO
Mike Mead, Office of the CIO
Tom Nordberg, Office of the CIO
Mitch Head, CradlePoint
Mark Burk, Division of Veteran's Services
Larissa Martineau, POD, Inc.
Lance Moody, Office of the CIO
Ben Call, Idaho Military Division
Sam Dougherty, Office of the CIO
Clinton Dale, Division of Veteran's Services
Chris Weston, Division of Veteran's Services
Gregory Lindstrom, Division of Purchasing
Shawna West, Division of Purchasing
Stephanie Wildman, Division of Purchasing
Sarah Hilderbrand, Division of Purchasing

CALL TO ORDER
Chairman Farley called the meeting to order at 9:31 a.m. Welcome and introductions were made.

MINUTES
MOTION: Mr. Zickau moved and Ms. Barton-Wagner seconded a motion to approve the meeting minutes from April 21, 2015; the motion was approved, with Ms. Shipman abstaining.

PROCUREMENT
Mr. Lindstrom updated the committee on the IT contracted services. The contracts will become effective on July 1. Information will be on the Division of Purchasing (DOP) website. Project service orders (PSOs) with a termination date of June 30 will have a 120-day grace period for agencies to administer whatever is remaining. PSOs cannot be "grandfathered" in to the new contractors that have received awards, but new PSOs should be released to all contractors on July 1. These contracts will be for three years, with three annual renewals.

NASPO PADDs – Ms. West reported on the NASPO ValuePoint hardware contracts, which expire on June 30. The anticipated start date for the new contracts is July 1, with an expiration of March 31, 2017.

Chairman Farley asked if there were going to be discussions around software, outside of the Dell contract.
Ms. Hilderbrand responded that Mr. Urquhart was working on putting a PADD in place with SHI, which will be an alternative to the Dell statewide contract. An update to the group would be forthcoming.

In response to a question from Ms. Barnes, Ms. Hilderbrand confirmed that the IT security software contracts have one more year. She noted that as the current statewide contracts start coming up for renewal, there would be a need for a sourcing team, similar to what Mr. Lindstrom had with for the IT services contracts.

SIP/SME – Ms. Dearborn reported on the SIP pilot being run by OCIO. She noted that it was hoped that a contract vehicle for the purchase of SIP trunks would come out of the award of the contract. The testing analysis was being put together, although she did not have details on that yet.

DATA CENTER SERVICES
Chairman Farley and Mr. Turner briefed the committee on their meeting DOP to discuss the possibility of putting a multi-vendor contract in place for data center facilities around the state, with different levels of service. The goal would be for a contract that any agency could leverage for whatever services they need. Chairman Farley stated that they would like to put together a small working group to provide some of the requirements to build the framework for an RFP, and invited anyone interested to participate.

TELECOMMUNICATIONS CONTRACT UPDATE
Mr. Zickau reported that the Network Services Request for Proposal (RFP) would be issued shortly. The emergency contract currently in place expires on August 27. Mr. Zickau explained that the intent language in DOAs appropriation limited the contract to 12 months. He commented that a legislative interim broadband access committee had scheduled its first meeting on July 21, and that DOA has been invited to present.

STRATEGIC PLAN – UPDATES
NETWORK – Chairman Farley shared that there is discussion of doing a gap analysis. Chairman Farley, Mr. Pope and Mr. Call plan to meet in July to discuss microwave services for the state, and how they can be leveraged.

RECRUITMENT AND RETENTION OF IT STAFF – Chairman Farley reported that the Hay Group is close to finishing its study of the IT classifications. Once it has been finalized there will be a QA (Quality Assurance) review of the classifications. He anticipates the results of the study within the next few weeks and will invite DHR to the next ITLC meeting to discuss the results. The new classifications will be more generic.

Ms. Barnes suggested that the group should also be thinking about some new classifications around vendor management with large vendors and some additional planning classifications.

Ms. Barton-Wagner asked if there was a timeline for action once the new classifications are in place, and whether current employees would be moved into the new classifications.
Chairman Farley responded that that was yet to be determined.   The current focus was on getting the new classifications put into place, with the "next steps," and the determination of whether an employee would move from one classification to another, to follow. He added that he was also hoping for higher pay for the new classifications, which would improve retention.

MOBILE SERVICES – Mr. Farnsworth updated the committee on the ongoing progress of creating mobile services for citizens, and asked the members to promote the move by agencies to the state-built templates, which can be used on mobile devices.

MAPPING SERVICES – Mr. Farnsworth highlighted the new mapping program, which allows users to build interactive maps. He briefly discussed a map of the recent plague outbreaks in ground squirrels. This map was created collaboratively by OCIO, the Dept. of Fish & Game, the Dept. of Health & Welfare, and the health districts, and enabled DHW to create a mailing to residents in the affected area.

OPEN DATA – Mr. Farnsworth reported that the open data portal was live at: http://data.gis.idaho.gov/. The plan for the open data portal was to put up the current layers for use. He noted that the Tax Commission's "Taxing Districts" service will be updated so all of the maps connected will automatically be updated.

IMPROVE CITIZEN SERVICES ON IDAHO.GOV – Mr. Farnsworth explained that this is an ongoing objective and there is a laundry list of new services. He highlighted the Driver Records Dashboard, developed by ITD, in

collaboration with Access Idaho, which is a comprehensive, interactive driver's license record monitoring service for businesses that hire drivers for their motor vehicle fleets.

ITA POLICIES

CLOUD COMPUTING POLICY P1080 – Mr. Teller provided an overview of Enterprise Policy P1080. Questions were raised as to whether a guideline might be more appropriate. He emphasized that agencies wishing to pursue the cloud would have the ability to do so, but are not required to, and agencies opting to use cloud services should use good practices, although some agencies may have requirements that override what would normally be considered good practice. Mr. Teller explained that by having a stated policy or guideline in place, statewide procurement can be expedited, although agencies would not be required to use a statewide procurement vehicle. He asked the committee for their feedback.

Discussion followed and it was agreed that Mr. Teller would be given latitude to refine the definitions in the policy and remove items that duplicate other policies. He will present the revised, draft policy to ITA at its next meeting with a recommendation of approval.

MOTION: Ms. Barton-Wagner moved and Mr. Zickau seconded a motion to recommend approval by the ITA of Enterprise Policy P1080, with the suggested revisions by the committee; the motion was approved, with Ms. Shipman abstaining.

OTHER BUSINESS
- Chairman Farley reminded the members that Agency IT Plans are due to the Office of the CIO on July 15.
- Ms. Barnes updated the committee on the "lessons learned" by ITD as it moved to Exchange Online on Office 365. She invited any agencies considering making the move to contact her or ITDs network team to discuss firewall configurations.
- Six projects were submitted for the 2015 NASCIO IT Recognition Awards. Winners will be notified in August, and awards presented during the NASCIO Annual Conference taking place October 11-14 in Salt Lake City.
- Mr. Zickau announced that Sen. Robert Geddes has joined DOA as its new Director as of June 1.

ADJOURNMENT / NEXT MEETING
The meeting adjourned at 10:35 a.m. The next meeting was scheduled for August 18, 2015 at 9:30 a.m. in Conference Room B09 of the LBJ Building, 650 W. State St., Boise.

Respectfully submitted,

Erin Seaman

Erin Seaman, Office of the CIO