

Idaho Technology Authority (ITA)

**IT Leadership Council (ITLC)**

Draft Meeting Minutes: October 18, 2016 at 9:30 a.m.

East Conference Room, JRW Building, 700 West State Street, Boise, Idaho.

*(Approved December 20, 2016)*

**ATTENDANCE**

**Members/Alternates Present:**

Mike Teller, VICE CHAIR, State Tax Commission  
Robert Butler, Industrial Commission  
Randy Turner, Dept. of Correction  
Bob Ross, Dept. of Fish & Game  
Scott Williams, Dept. of Parks & Recreation  
Glen Gardiner, Dept. of Water Resources  
Tammy Shipman, State Controller's Office  
Jon Pope, Office of the CIO  
Chris Victory, Transportation Dept.  
Eric Beck, Dept. of Labor  
Becky Barton-Wagner, Dept. of Insurance (phone)  
Wade Howland, State Supreme Court  
*(Alternate for Kevin Iwersen)*  
Mark Hill, Dept. of Education  
*(Alternate for Chris Campbell)*

**Members Absent:**

Michael Farley, CHAIR, Dept. of Health & Welfare  
Bob Nertney, Health Districts  
Stephen DeBoard, Div. of Vocational Rehabilitation  
Mike Langrell, Idaho Military Division  
Jon Spence, Division of Liquor  
Kevin Iwersen, State Supreme Court  
Steven Higgins, Idaho State Police  
Chris Campbell, Dept. of Education  
Dan Raiha, Dept. of Lands

**Others present:**

Erin Seaman, Office of the CIO  
Greg Zickau, Office of the CIO  
Bill Farnsworth, Office of the CIO  
Tammy Wallace, Office of the CIO  
Mike Mead, Office of the CIO  
Michael Kalm, Dept. of Labor  
Tom Olmstead, Office of the CIO  
Lance Wyatt, Office of the CIO  
Karl Gautschi, Office of the CIO  
Chris Smith, Office of the CIO  
Bob Hough, State Controller's Office  
John Brown, Dept. of Labor  
Stephanie Wildman, Division of Purchasing  
Cheryl Dearborn, Office of the CIO  
Bryton Blunck, Office of the CIO  
Gregory Lindstrom, Division of Purchasing  
Valerie Bollinger, Division of Purchasing  
Russell Cunningham, State Supreme Court  
Jason Skelton, Division of Purchasing  
Jeff Anderson, Division of Liquor  
Sherman Kester, CenturyLink  
James Van Pelt, CenturyLink  
Chad Williams, CenturyLink  
Larissa Martineau, POD, Inc.  
David Harrell, Commission for Libraries  
Ty Snyder, Structured Communication Systems  
Gara McCutcheon, Verizon  
Reed Disney, Atmosphere

**CALL TO ORDER**

Vice Chairman Teller welcomed everyone and called the meeting to order at 9:30 am. There was no quorum, although one was expected shortly, so the action items were deferred until then.

**PROCUREMENT**

Ms. Bollinger introduced Jason Skelton, the Division of Purchasing's (DOP) newest buyer. She also announced that Jason Urquhart will be a back-up for Ms. Wildman on the computer hardware contracts.

NASPO VALUEPOINT – Ms. Bollinger gave an update on the NASPO ValuePoint Cloud procurement. She briefly discussed the process for moving forward with the Participating Addendums (PADDs), noting that the committee will have an opportunity to provide input.

COMPUTER HARDWARE CONTRACTS – Ms. Wildman updated the committee on the status of the computer hardware contracts. She reminded the committee that printers need to be purchased off the printer contracts, rather than the computer hardware contract, unless it's a very large configuration.

BROADBAND SERVICES – Ms. Wildman discussed the contract extensions for broadband services. Once extended, these contracts will all terminate at the same time.

MICROSOFT ESA AND VALUE ADDED SOFTWARE RESELLER – Mr. Lindstrom reported on the progress of the Software Value Added Reseller contract, on behalf of Jason Urquhart. He also reported that there were some security products for which they did not receive bids that will need to be re-issued and Mr. Urquhart is working with OCIO to get those products solicited.

**Mr. Butler arrived at approximately 9:35 am, giving the committee a quorum.**

#### **MINUTES**

**MOTION: Mr. Turner moved and Mr. Gardiner seconded a motion to approve the meeting minutes from August 16, 2016, as presented; the motion was approved.**

#### **ITA POLICIES**

ENTERPRISE POLICY P2080 (PRIVILEGE ACCESS MANAGEMENT) – Mr. Olmstead gave an overview of this new policy, which would define multi-factor authentication and privileged accounts, and require agencies to have a multi-factor authentication solution for privileged accounts. Discussion followed and it was agreed that several changes should be made to the policy and that a guideline was needed to help agencies implement the policy.

**MOTION: Mr. Ross moved and Mr. Turner seconded a motion to replace the language under Section V.**

**Exemption Process: “This policy is not exempted.” with the standard exemption language, which reads: “Refer to ITA Enterprise Policy P1010 (Information Technology Policies, Standards, and Guidelines Framework)”;** the motion was approved.

**MOTION: Mr. Beck moved and Mr. Ross seconded a motion to move paragraph 3 in Section IV. Policy, which reads: “Agencies may implement multifactor authentication to secure ‘non-privileged’ user accounts to enhance security as an alternative of single factor authentication using strong passwords (ITA Guideline G560 – Passwords).” to Section II. Abstract; the motion was approved.**

**MOTION: Mr. Ross moved and Mr. Turner seconded a motion to recommend approval to ITA of Enterprise Policy P2080, with the changes approved in the previous two motions; the motion was approved.**

ENTERPRISE POLICY P2070 (PRIVACY) – Mr. Olmstead reviewed this policy, which had been presented previously to the committee. He noted that the requirement to conduct privacy impact assessments, which had been included in the original draft, has been removed from the policy and is now drafted as a guideline.

**MOTION: Mr. Beck moved and Mr. Turner seconded a motion to recommend approval to ITA of Enterprise Policy P2070, with the proviso that legal approval be verified, as well as the proviso that ITA be made aware of the concerns expressed regarding the potential fiscal impact; the motion was approved.**

#### **ITA GUIDELINES**

ENTERPRISE GUIDELINE G130 (PRIVACY) – Mr. Olmstead reviewed this guideline, which provides guidance and best practices for conducting Privacy Impact Assessments (PIAs). A PIA template is available to agencies.

**MOTION: Mr. Butler moved and Mr. Turner seconded a motion to approve Enterprise Guideline G130, as presented; the motion was approved.**

#### **ITA STANDARDS**

ENTERPRISE STANDARD S3100 (NETWORK SERVICES-INTERNET/INTRANET WEB SERVER) – Mr. Pope gave an overview of the proposed revisions to this standard, which would simplify and clarify the recommended products by replacing specific operating system version numbers with the “latest supported” version.

**MOTION: Mr. Gardiner moved and Mr. Ross seconded a motion to approve the revisions to Enterprise Standard S3100, as presented; the motion was approved.**

#### **CYBER UPDATE**

Mr. Wyatt gave a brief overview of the policies and guidance currently in place that provide instruction on incident reporting, specifically those related to Data Breach Management.

Mr. Olmstead gave an update on the recent Cybersecurity Taskforce meeting, held on October 6. The Taskforce heard briefings from its working groups and discussed cyber liability insurance. Recommendations were made for an Executive Order which the Governor was expected to sign in November.

**INTERNET CONNECTIVITY**

Mr. Zickau explained that OCIO works with agencies often, related to their connectivity. He discussed work done in partnership between OCIO and the Dept. of Health & Welfare (DHW) related to DHW’s current and future internet connectivity requirements. Mr. Zickau also discussed OCIO’s budget request to replace and upgrade the state’s firewall, and announced that OCIO will also be upgrading its connections to the internet to ensure that agencies’ growing bandwidth needs continue to be met.

**STATE STRATEGIC PLANNING**

ANNUAL STRATEGIC PLANNING SESSION – Mr. Zickau reported that the upcoming state technology strategic planning session had been scheduled for November 29, 2016. In preparation, he asked the members to think about the perspectives of their agencies as well as state government as a whole and where the state IT community would like to be in 3-5 years.

DATA CENTER SERVICES UPDATE – Mr. Turner updated the committee on the status of the strategic objective related to establishing data center services for the purpose of hosting state agency equipment.

**OTHER BUSINESS**

POLICY REVIEW REQUEST – Mr. Victory requested a policy review on ITA Policy P4550 (Mobile Device Management). OCIO staff agreed to undertake this review and present a revised draft at an upcoming meeting.

CRITICAL SECURITY CONTROLS (CSCs) UPDATE – Mr. Olmstead explained that he has been working with the office of the Lt. Governor on the adoption of the CSCs, which are the best practices to mitigate potential breaches in agencies’ networks and are designed to be implemented in sequence. He discussed the preliminary work which has been done, and the expected timeline.

Mr. Zickau explained that although the Governor was expected to sign an Executive Order (EO) related to this, an EO had not yet been drafted. He added that ITA and ITLC had adopted NIST as a framework, with the CSCs as the method of pursuing that framework, and emphasized that if an EO is not ultimately signed, or if it does not include the CSCs, it was still hoped that a CSCs assessment by the agencies would be pursued.

FISCAL CODING: NEW EXPENDITURE SUBOBJECT CODES – Mr. Farnsworth updated the committee on the status of the subobject financial codes for cloud services, including the recent addition of “Desktop as a Service (DaaS).” All of these codes have been added to the SCO website and are now available for use. He noted that there will be opportunities for education in the use of these codes for IT and fiscal staff at agencies.

OCIO UPDATE: EMAIL GATEWAY – Mr. Gautschi gave an overview of the new email filter replacement, and demonstrated the encrypted envelope service, which enables agencies to send encrypted email. OCIO is also working with the vendor to develop a configuration to allow the use of a separate interface for bulk email. Discussion followed, including a brief question and answer period, and it was noted that there would be a public service announcement that can be used by end users for the encrypted envelope.

**ADJOURNMENT / NEXT MEETING**

The meeting adjourned at 11:10 am. The next regular meeting was scheduled for Dec. 20, 2016 at 9:30 am.

Respectfully submitted,



Erin Seaman, Office of the CIO