

Idaho Technology Authority (ITA)

IT Leadership Council (ITLC)

Meeting Minutes: April 19, 2016 at 9:30 a.m.

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

(Approved June 21, 2016)

ATTENDANCE

Members/Alternates Present:

Mike Teller, VICE CHAIR, State Tax Commission
Jon Pope, Dept. of Administration, Office of the CIO (OCIO)
Becky Barton-Wagner, Dept. of Insurance
Bob Nertney, Health Districts (phone)
Robert Butler, Industrial Commission
Ross Houck, Idaho State Police
Mike Langrell, Idaho Military Division
Stephen DeBoard, Div. of Vocational Rehabilitation
Dan Raiha, Dept. of Lands (phone)
Randy Turner, Dept. of Correction
Bob Ross, Dept. of Fish & Game
Scott Williams, Dept. of Parks & Recreation
Glen Gardiner, Dept. of Water Resources
Jon Spence, Division of Liquor
Chris Victory, Transportation Dept.
Brad Alvaro, Dept. of Health & Welfare
(Alternate for Michael Farley)
Bob Hough, State Controller's Office
(Alternate for Tammy Shipman)
Mark Hill, Dept. of Education
(Alternate for Chris Campbell)
Michael Kalm, Dept. of Labor
(Alternate for Eric Beck)

Members Absent:

Michael Farley, CHAIR, Dept. of Health & Welfare
Kevin Iwersen, State Supreme Court
Tammy Shipman, State Controller's Office
Chris Campbell, Dept. of Education
Eric Beck, Dept. of Labor

Others present:

Erin Seaman, Office of the CIO
Bill Farnsworth, Office of the CIO
Greg Zickau, Office of the CIO
Tammy Wallace, Office of the CIO
Mike Mead, Office of the CIO
Cheryl Dearborn, Office of the CIO
Vanessa Tyler, Gartner
Rachel Zahn, Dept. of Labor
Tom Olmstead, Office of the CIO
Lance Wyatt, Office of the CIO
Abe Thietten, Office of the CIO
Chris Smith, Office of the CIO
Sarah Hilderbrand, Division of Purchasing
Gregory Lindstrom, Division of Purchasing
Clinton Dale, Veterans' Services (phone)
Ben Call, Idaho Military Division
Sherman Kester, CenturyLink
Larissa Martineau, POD, Inc.
Gara McCutchen, Verizon

CALL TO ORDER

Vice Chairman Teller called the meeting to order at 9:30 am and introduced the new members of the committee: Mr. Houck (Idaho State Police), Mr. Pope (Department of Administration, OCIO) and Mr. Victory (Idaho Transportation Dept.). Mr. Teller also reported that Garry Beaty, Chief Information Officer for the City of Boise, has announced his retirement.

MINUTES

MOTION: Mr. Ross moved and Ms. Barton-Wagner seconded a motion to approve the meeting minutes from February 16, 2016, as presented; the motion was approved.

PROCUREMENT

STATEWIDE IT SERVICES CONTRACT – Mr. Lindstrom reviewed recent changes to the process for purchasing off the IT services contract, including how Project Service Orders (PSOs) will now need to be processed. He explained that the goal of these changes is to assist agencies in evaluating vendors and he has created an optional evaluation template for agencies to use which can be found on the Division of Purchasing (DOP) website. Mr. Lindstrom also reviewed Idaho Codes [67-5717](#) and [67-5718\(A\)](#).

Mr. Lindstrom discussed the difference between fully burdened versus unburdened hourly service rates, noting that contractors may not charge the fully burdened maximum hourly service rate where the travel of a resource is less than 30 miles. In determining reasonable unburdened rates, an agency's procurement group may look at

market changes as contracts are renewed as well as other evaluations they've done. The burdening percentages are not set by DOP.

Mr. Lindstrom explained that an additional review step has been added to the process which now requires the signature of the purchasing group or fiscal agent in order to ensure that agencies are in compliance with the law when they are using multiple contractors. When doing their evaluations, agencies should look for terms and conditions for price, availability, support services and delivery that are most advantageous to the agency.

Mr. Alvaro commented that the additional time this new process has added has caused DHR to lose some of their best contractor candidates, resulting in DHR needing to go through the process again.

Mr. Lindstrom thanked Mr. Alvaro for his feedback but emphasized that the vetting process should yield qualified contractors. He added that the new process has only been in place for about a month, and acknowledged that it does add some time. However, he believes that once agencies get used to the new process it will go more quickly.

STRATEGIC PLAN - UPDATES

COMPLETION OF 2014/2015 STRATEGIC PLANNING INITIATIVE OBJECTIVE AND RESULTS OF THE NETWORK ASSESSMENT – Mr. Pope reported on the two main areas of focus, which were increased utilization of microwave services and multi-vendor awarded contracts for network services.

Mr. Pope explained that the Idaho State Network Oversight Committee (ISNOC), an informal working group, worked with staff from Microwave Services at the Military Division to determine where agency needs were for microwave services, the benefits of the capability and when agencies should and should not use microwave services. The financials of the Microwave Services program indicate that it is well run, with a lot of investment in terms of upgrades and other capabilities, and it will benefit the state over the long term. Collaboration between DHW and Microwave Services resulted in the decision to run a back-up services pilot in Mountain Home.

Mr. Pope thanked Stephanie Wildman, DOP, and Cheryl Dearborn, OCIO, for their work on the multi-vendor awarded contracts for network services outside of Ada and Canyon counties. The ISNOC also helped with the contract technical requirements and review. Mr. Pope reviewed the results of the three awarded contracts, noting that agencies were able to order an additional 606.5 megabits per second (Mbs) of bandwidth, while the total annual costs for the state decreased by \$508,000.

Mr. Pope then reviewed the bandwidth in the Treasure Valley, explaining that with all the bandwidth now coming into the core, that the two connections out to the internet are now seeing much higher bandwidth utilization. He receives a weekly utilization report, which has been showing the steady increase in utilization, in part due to increased use of cloud services. Due to some limitations in the current network design, the state internet connections are beginning to hit the upper end of their prescribed bandwidth, so OCIO will be working to split the traffic out across the two internet service providers, which will distribute the load of the agencies across these two 1 Gigabit (Gb) links. Additionally, as a way to "future proof" bandwidth for all agencies, the Internet contracts have been revised allowing for up to a 10 Gb capability, from the previous 1 Gb capacity, so that the capability will be there when agency needs require it.

IDAHO.GOV – Mr. Farnsworth gave an update on the Access Idaho project, specifically discussing the various payment options.

ITA POLICIES

ENTERPRISE POLICY P2050 (CYBERSECURITY FRAMEWORK) – Mr. Olmstead reviewed this policy, which would adopt the standard NIST cybersecurity framework for the state. This policy was tabled at the most recent ITA meeting with a request for additional review and revisions by a policy working group, which has since been done. This would replace the existing Information Technology Security Framework policy of the same number, and is supported by Enterprise Guideline [G220](#) (Cybersecurity Framework Guidance).

MOTION: Ms. Barton-Wagner moved and Mr. Turner seconded a motion to recommend approval to ITA of Enterprise Policy P2050, as presented; the motion was approved.

ENTERPRISE POLICY P4130 (INFORMATION SYSTEMS CLASSIFICATION) – Mr. Olmstead reviewed this policy, which would provide a common security classification framework and associated terminology in order to promote the effective management of information and information systems and minimize the risk of unauthorized release of sensitive information. This policy does not replace the existing public records request process as defined in [Title 74](#) of Idaho Code. This policy is supported by Enterprise Guideline [G505](#) (Data Classification and Labeling Guidelines).

MOTION: Mr. Turner moved and Mr. Ross seconded a motion to recommend approval to ITA of Enterprise Policy P4130; the motion was approved.

OTHER BUSINESS

FISCAL CODING FOR CLOUD SERVICES – Mr. Farnsworth discussed the need for additional fiscal codes due to the increase in cloud services, which are currently coded under a general administrative fiscal code. This would improve the ability to track and report these expenditures. Discussion followed and it was agreed that the Dept. of Administration would take the lead on submitting this request to the Office of the State Controller, and that once the new codes are in place agencies will be educated on using the new codes.

CYBER SECURITY TASKFORCE – Mr. Olmstead reported that the most recent Cyber Security Taskforce meeting was held entirely in Executive Session and therefore he could not provide an update.

PROXY VOTING BY ALTERNATES – Mr. Hill, alternate for Chris Campbell, SDE, explained that Mr. Campbell had asked him to discuss options for alternates to be able to vote on the committee. Mr. Campbell has a recurring conflict and had been unable to attend meetings, but has been sending Mr. Hill in his place.

Mr. Zickau provided some historical background on the reasons the charter was written to specifically restrict voting rights to members. He proposed that the committee could consider amending the charter to give voting rights to alternates, or SDE could appoint Mark Hill as their representative on the committee. After discussion, it was agreed that the best option would be for Mr. Hill to seek appointment to the committee by his agency.

2016 NASCIO AWARDS – Ms. Seaman reported that there are three projects being submitted this year. The agencies submitting projects are: Dept. of Labor, Transportation Dept. and Dept. of Water Resources. Finalists will be notified in July and winners will be honored in September at the NASICO Annual Conference in Baltimore.

ADJOURNMENT / NEXT MEETING

The meeting adjourned at 10:45 a.m. The next regular meeting was scheduled for June 21, 2016 at 9:30 a.m.

Respectfully submitted,



Erin Seaman, Office of the CIO