

Idaho Technology Authority (ITA)

IT Leadership Council (ITLC)

Meeting Minutes: August 16, 2016 at 9:30 a.m.

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

(Approved October 18, 2016)

ATTENDANCE

Members/Alternates Present:

Mike Teller, VICE CHAIR, State Tax Commission
Becky Barton-Wagner, Dept. of Insurance
Bob Nertney, Health Districts (phone)
Robert Butler, Industrial Commission
Steven Higgins, Idaho State Police
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.
Eric Beck, Dept. of Labor
Stephen DeBoard, Div. of Vocational Rehabilitation
Mike Langrell, Idaho Military Division (phone)
Chris Campbell, Dept. of Education (phone)
Chris Smith, Office of the CIO
(Alternate for Jon Pope)
Brad Alvaro, Dept. of Health & Welfare
(Alternate for Michael Farley)
Bob Hough, Office of the State Controller
(Alternate for Tammy Shipman)
Tim Gates, Dept. of Lands (phone)
(Alternate for Dan Raiha)

Others present:

Erin Seaman, Office of the CIO
Greg Zickau, 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
Cheryl Dearborn, Office of the CIO
Bryton Blunck, Office of the CIO
Gregory Lindstrom, Division of Purchasing
Valerie Bollinger, Division of Purchasing
Jason Urquhart, Division of Purchasing
Joyce Popp, Dept. of Health & Welfare
Sherman Kester, CenturyLink
James Van Pelt, CenturyLink
Chad Williams, CenturyLink
Larissa Martineau, POD, Inc.
Mark Dietrich, DEQ
Mike Larscheid, Dept. of Health & Welfare
Lucas Linnemeyer, DataSite
Gara McCutcheon, Verizon
Nick Powers, DEQ (phone)

Members Absent:

Michael Farley, CHAIR, Dept. of Health & Welfare
Kevin Iwersen, State Supreme Court
Dan Raiha, Dept. of Lands
Tammy Shipman, State Controller's Office
Jon Pope, Office of the CIO

CALL TO ORDER

Vice Chairman Teller called the meeting to order at 9:31 am. Welcome and introductions were made.

MINUTES

MOTION: Ms. Barton-Wagner moved and Mr. Spence seconded a motion to approve the meeting minutes from June 21, 2016, as presented; the motion was approved.

PROCUREMENT

STATE DIVISION OF PURCHASING – Mr. Urquhart reported on the Invitation to Bid (ITB) for IT security-related products, noting that they are close to completing their work. He will provide updates as they become available. Mr. Urquhart also gave an update on the software value-added reseller master agreements. There are four contracts that have been awarded in the last few months through NASPO ValuePoint, with the high scorer being the same company that is currently on the contract. That contract expires September 30, but it was anticipated that there should be a new agreement in place by that time.

NASPO VALUEPOINT CLOUD CONTRACTS UPDATE – Ms. Bollinger reported that the NASPO ValuePoint Sourcing Team, led by the State of Utah, has completed their evaluations and made award recommendations to the management board, which are currently being considered. She explained the process for moving forward, which should result in negotiated master agreements. There are a large number of contracts to negotiate, but not all state rules allow master agreements to be posted one at a time as they are negotiated; some states are required to negotiate all of them before any awards are made. Once that process has been completed, a decision will be made regarding whom the participating addendum should be with, and paths forward with the vendors will be negotiated, which is expected to take some time.

In response to a question, Ms. Bollinger confirmed that Idaho is a state that can post master agreements one at a time as they are negotiated. However, if a multiple award is made there will need to be an analysis justifying how the awards are made. DOP will be reaching out to agencies for their input once the management board has made their decision, and once the State of Utah has made notifications.

ITA POLICIES

ENTERPRISE POLICY P1080 (CLOUD COMPUTING) – Mr. Teller reviewed the request to revise this policy to add an additional category for “Desktop as a Service” to the definitions for Service Models.

MOTION: Ms. Barton-Wagner moved and Mr. Ross seconded a motion to recommend the approval of revisions to ITA for Enterprise Policy P1080, as presented; the motion was approved.

ENTERPRISE POLICY P4120 (ONLINE FILE STORAGE SERVICES) – Mr. Olmstead reviewed the revisions proposed for this policy, which include expanded definitions, and the addition of a Classification Level 4 to the definitions. The purpose for revising this policy is to ensure that it is consistent with Enterprise Policy [P4130](#) (Information Systems Classification).

Discussion followed, and it was agreed that the word “Public” should be added to the title of the policy in order to be consistent with the intent of the policy, which governs use of public online file storage services, but does not address the use of private online file storage services.

MOTION: Mr. Ross moved and Mr. Victory seconded a motion to recommend approval of the revisions to ITA of Enterprise Policy P4120, with the additional revision to the title of the Policy to add the word “Public” to read as follows: “*Public Online File Storage Services*”; the motion was approved.

ITA GUIDELINES

ENTERPRISE GUIDELINE G595 (ONLINE FILE STORAGE SERVICES GUIDELINE) – Mr. Olmstead briefly reviewed the revisions proposed for this Guideline, which aligns with Enterprise Policy P4120. A Classification Level 4 has been added to the guideline, and the revisions ensure that the Guideline remains consistent with the Policy.

MOTION: Ms. Barton-Wagner moved and Mr. Ross seconded a motion to approve the revisions to Enterprise Guideline G595, with the additional revision to the title of the Guideline to add the word “Public” to read as follows: “*Public Online File Storage Services Guideline*”; the motion was approved.

ITA STANDARDS

ENTERPRISE STANDARD S3100 (NETWORK SERVICES-INTERNET/INTRANET WEB SERVER) – Mr. Smith gave a brief overview of the proposed revisions to this Standard, which would update references to the Internet Information Services (IIS) version. After discussion it was agreed that additional considerations needed to be reviewed before approving the changes, and approval of the revisions were tabled until a later meeting.

STATE INFORMATION MANAGEMENT PLAN

Mr. Victory led a discussion about the possibility of forming a working group to explore how the state manages and classifies its information, in order to come up with a cohesive plan. It was noted that this had been a frequent topic of the Governor’s Cybersecurity Taskforce, which the Lt. Governor chairs, and it was agreed that the group should act in accordance with work being done by the Taskforce. Mr. Ross, who participates on the Taskforce’s Governance Working Group, agreed to act as a bridge between the groups.

Mr. Zickau suggested inviting the ITA members to participate in the discussion, and added that the upcoming state strategic planning session could be a good forum for this topic as well. At Vice Chairman Teller's request, Mr. Victory agreed to have a short agenda item ready to present to the ITA on September 8th.

OTHER BUSINESS

OCIO UPDATE: TELEPHONE – Ms. Dearborn updated the committee on the status of the SIP contract, which has been awarded, and the SIP services that have been implemented to date.

OCIO UPDATE: EMAIL GATEWAY – Mr. Smith gave an update on the status of the migrations to the new email gateway. A technical briefing will be forthcoming, which will include information regarding the process and steps for migrating. Mr. Smith noted that the previous email gateway had reached its end-of-life for support.

BULK EMAIL – Mr. Smith explained that there have been several recent instances where agency emails being sent to a large number of recipients, such as newsletters, have resulted in the email sender being placed on a spam list. He explained that it was recommended that these types of emails, with very large distribution lists, be sent through an email delivery service. However, it was noted that there is typically a cost associated with sending through email delivery services. Mr. Smith confirmed that guidance on this has been sent out to agencies over the last few months as issues have arisen.

OFFICE 365 (O365) BUSINESS OUTCOME AND WORKING GROUP DISCUSSION – Mr. Zickau reported on the initial meeting of this working group. A more technical working group is being formed to look at common benefits of moving in this direction and to develop guidance for agencies considering migration to O365. The intent of the technical working group is to help agencies identify opportunities for collaboration, and Mr. Zickau encouraged those interested to participate.

2017 STATE STRATEGIC PLANNING – Mr. Zickau reported that the next State Strategic Planning session was being planned for some time in November or December. As has been done the last few years, members of the ITA will be invited, in addition to the ITLC members. Mr. Zickau added that this may be an opportunity to incorporate the information management concepts raised by Mr. Victory, along with security, into the broader strategic planning process.

ADJOURNMENT / NEXT MEETING

The meeting adjourned at 10:27 a.m. The next regular meeting was scheduled for October 18, 2016 at 9:30 a.m.

Respectfully submitted,



Erin Seaman, Office of the CIO