

Idaho Technology Authority (ITA)

IT Leadership Council (ITLC)

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

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

(Approved April 19, 2016)

ATTENDANCE

Members/Alternates Present:

Michael Farley, CHAIR, Dept. of Health & Welfare
Mike Teller, VICE CHAIR State Tax Commission
Greg Zickau, Office of the CIO
Becky Barton-Wagner, Dept. of Insurance
Bob Nertney, Health Districts (phone)
Robert Butler, Industrial Commission
Mike McKillips, 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
Eric Beck, Dept. of Labor
Kevin Iwersen, State Supreme Court
Scott Williams, Dept. of Parks & Recreation
Glen Gardiner, Dept. of Water Resources
Jon Spence, Division of Liquor
Juan Oleaga, Transportation Dept.
Mark Hill, Dept. of Education
(Alternate for Chris Campbell)

Members Absent:

Tammy Shipman, State Controller's Office

Others present:

Erin Seaman, Office of the CIO
Bob Hough, State Controller's Office
Bill Farnsworth, Office of the CIO
Jon Pope, Office of the CIO
Tammy Wallace, Office of the CIO
Mike Mead, OCIO
Steve Hill, Gartner
Rachel Zahn, Dept. of Labor
Tom Olmstead, Office of the CIO
Bryton Blunck, Office of the CIO
Chris Smith, Office of the CIO
Sarah Hilderbrand, Division of Purchasing
Gregory Lindstrom, Division of Purchasing
Arianne Quignon, Division of Purchasing
Mark Clough, DEQ
Tom Nordberg, Office of the CIO (phone)
Lucas Linnemeyer, DataSite
Mackenzie Brown, Dept. of Labor
Larissa Martineau, POD, Inc.
Gara McCutchen, Verizon

CALL TO ORDER

Chairman Farley called the meeting to order at 9:30 a.m. He welcomed everyone and introduced Mr. Oleaga, Transportation Dept. and Mr. Spence, Division of Liquor. Both are new members of the committee.

MINUTES

MOTION: Ms. Barton-Wagner moved and Mr. Zickau seconded a motion to approve the meeting minutes from December 15, 2015, as presented; the motion was approved.

PROCUREMENT

Mr. Lindstrom announced that Ms. Hilderbrand has been hired as the new administrator for the Division of Purchasing (DOP).

STATEWIDE CONTRACT FOR ENHANCED 911 – Mr. Lindstrom reported on the need for a statewide contract for enhanced 911. He sought input from the committee regarding whether this should be a statewide contract, or whether there should be department-specific contracts.

IT CONTRACTED SERVICES – Mr. Lindstrom reported on changes to the contract for IT contracted services. One of the larger changes will be an additional sign-off requirement for project service orders (PSO). Concern was expressed by several committee members about this additional requirement, and there was further discussion about fully burdened versus unburdened maximum hourly rate charges and how those charges are being made by contractors. Mr. Lindstrom noted that many agencies already have this step in place, and he is putting together a template for agencies to use in evaluating and vetting resources.

COPIER/PRINTER CONTRACT – Ms. Quignon reported on recent changes to the copier contract, which will now include printers. This will be financially beneficial to the state, with a wider array of vendors. Agencies will be able to start ordering shortly, and there will be lease and purchase options, depending on what vendors proposed in the RFP. Ms. Quignon asked agencies to contact her with information on how they purchase printers, and she will put together FAQs on each vendor.

ITA POLICIES

ENTERPRISE POLICY P1080 (CLOUD COMPUTING) – Mr. Teller reviewed the draft revision to P1080, which includes additional language to emphasize security. Mr. Teller also noted that one of the reference documents listed in the policy is Enterprise Standard S3200 (Security-Firewall), which will be replaced by Enterprise Policy P4570 (Firewall Security) if approved by ITA.

MOTION: Mr. Ross moved and Mr. Turner seconded a motion to recommend approval of the revisions to Enterprise Policy P1080, as presented, and contingent upon approval of the ITA’s approval of Enterprise Policy P4570 (Firewall Security), which would be a reference document in P1080; the motion was approved.

ENTERPRISE POLICY P4130 (DATA CLASSIFICATION) – Mr. Olmstead reviewed P4130. This would be a new policy, and is driven by the move to the NIST framework. After discussion, it was agreed that input should be sought from ITA before moving forward on this policy.

ENTERPRISE POLICY P4505 (CYBERSECURITY AWARENESS TRAINING) – Mr. Olmstead gave an overview of P4505, which would require agencies to develop, document and implement an agency-wide cybersecurity awareness and training program. After a brief discussion, it was agreed that the definition of agencies should be removed from the policy, since it did not apply to all agencies.

MOTION: Mr. Langrell moved and Mr. Ross seconded a motion to recommend approval of Enterprise Policy P4505, as amended to strike Section III (Definitions) from the Policy, to the ITA; the motion was approved.

ITA GUIDELINES

ENTERPRISE GUIDELINE G505 (DATA CLASSIFICATION AND LABELING) – Mr. Olmstead reviewed G505. It was agreed that since it is a guideline, all references to the term “must” should be changed to “should.”

MOTION: Mr. Ross moved and Mr. Teller seconded a motion to approve Enterprise Guideline G505, as revised to change all references to “must” to read “should”; the motion was approved.

MICROSOFT OFFICE 365

Chairman Farley led a discussion of the move of Microsoft towards a subscription-based model and how that could impact agencies in terms of how technology is purchased, implemented and upgraded, as well as how it is funded. It was agreed that there was a need to look at this from an enterprise standpoint since all agencies will be facing this issue at some point, and that this should be communicated to the ITA, DFM and LSO due to the financial aspects. It was noted that the Lt. Governor had also discussed this from a security standpoint during his recent briefing to JFAC on the Cyber Security Taskforce.

TELECOMMUNICATIONS CONTRACT UPDATE

Mr. Zickau reported that the final numbers from the first 100 circuits awarded through the RFP are in (although the transitions for the circuits are not yet complete) and the new contracts will result in more than a 50% bandwidth increase overall, and a real dollar savings of about \$400,000 per year, spread across the agencies, for those sites. He noted that bandwidth increases and cost savings on the remaining 80 sites would not be as dramatic, and he will share those numbers once they are available. There are still a few sites from the last ITB that have not yet been awarded due to cost, and specific quotes will be sought on those sites. OCIO will work with the affected sites to find the best options available.

Several committee members expressed gratitude for the bandwidth speed increases and cost savings that their agencies have been able to realize under the new contracts.

STRATEGIC PLAN – UPDATES

RECRUITMENT AND RETENTION OF IT STAFF – Mr. Farley did not have a new update at this time, but reported that the Governor has appointed Susan Buxton as the new administrator for the Division of Human Resources. Ms. Buxton will replace David Fulkerson, who has been serving in the position since 2014. Chairman Farley will follow-up on this once he has an opportunity to meet Ms. Buxton.

STRATEGIC PLAN DRAFT: Mr. Zickau gave a brief overview of the draft state IT strategic plan for 2016. It was agreed that the draft was ready to be presented to the ITA at its next meeting for their acceptance and approval.

DATA CENTER – Mr. Turner reported on the data center services objective. He and the working group will be working with DOP on how best to proceed. They are looking at a two-pronged approach which includes:

- DOP will work with the Division of Public Works (DPW) to create a template, which will include all of the components that will allow agencies to find a provider of their choice for data center space services.
- Additional data center services will be defined in order to create a menu of services as well as hosting arrangements for agencies to choose from.

OTHER BUSINESS

CYBER SECURITY TASKFORCE – Mr. Olmstead reported on the most recent Cyber Security Taskforce meeting, held the previous week. Topics discussed at the CSTF meeting included:

- Governance after the Cyber Security Taskforce ends its lifecycle
- Volunteers from small, medium, and large agencies are being sought to do a self-assessment of the first 3 to 5 Critical Security Controls (CSC) in order to determine the level of resources needed and develop a comprehensive plan for moving to the “as is” state. The business units will receive feedback on how the controls are performing. Mr. Ross, Ms. Barton-Wagner, Chairman Farley, Mr. Beck and Mr. Spence volunteered to participate on behalf of their agencies.
- Dr. Andy Ozment, CISO for the Dept. of Homeland Security (DHS), discussed the advantages the state realizes by leveraging tools and support from MS-ISAC at DHS in order to achieve a more secure cybersecurity posture.

2016 CENTER FOR DIGITAL GOVERNMENT (CDG) SURVEY – Mr. Zickau reported on the upcoming 2016 CDG survey. This survey comes out every even year and assesses the states, giving each a letter grade. Participation from a variety of agencies would be appreciated. He noted that the 2014 survey was very valuable and resulted in great feedback and publicity for the state, as well as a B grade, and “most improved.” Public Information Officers at agencies across the state have been notified, and Diane Blume, assistant to Director Geddes, will be contacting agencies with additional information on how they may participate. The Department of Administration (DOA) will be compiling the answers and submitting the survey response for the state.

Ms. Barton-Wagner commented that the committee members had recently been asked by OCIO about their agencies’ hardware replacement cycles.

Mr. Zickau explained that OCIO had received a request for this information from a member of JFAC. He noted that based on the responses received, agencies’ hardware replacement cycles typically ranged from 3-5 years. DOA had previously been on a 3-year lease cycle for PCs, but is now replacing them as needed. With technology improvements, he expects that going forward PCs for basic users might last 5 years or longer, and will save a reasonable amount of money and provide some return on investment.

ADJOURNMENT / NEXT MEETING

The meeting adjourned at 11:28 a.m. The next regular meeting was scheduled for April 19, 2016 at 9:30 a.m.

Respectfully submitted,



Erin Seaman, Office of the CIO