<div style="border: 2px solid black; padding: 10px;">

Idaho Technology Authority (ITA)
December 6, 2016 Draft Meeting Minutes
(Approved May 9, 2017)

</div>

The Idaho Technology Authority meeting was held on December 6, 2016 at 1:30 pm in the East Conference Room of the Joe R. Williams Building, 700 West State Street, Boise, Idaho.

ATTENDANCE

Members Present:	**Members Absent:**
Dan Goicoechea, CHAIR, State Controller's Office	Kevin Iwersen, Idaho Courts
Senator Cliff Bayer	Jim Nottingham, HP Inc.
Representative John Gannon	Cathy Holland-Smith, Legislative Services Office
Maj. Kevin Hudgens, Idaho State Police	Dave Taylor, Dept. of Health & Welfare
Greg Zickau, Office of the CIO	Pat Donaldson, Dept. of Correction
Matt Freeman, Office of the State Board of Education	
Eric Beck, Dept. of Labor	
David Fulkerson, Div. of Financial Management	
Carmen Achabal, Dept. of Commerce	
Pam Bond, IGC-EC Chair	
Charlene McArthur, Idaho Transportation Dept.	
Gen. Richard Turner, Military Division	

Others Present:

Michael Farley, Dept. of Health & Welfare	Faith Cox, Risk Management
Erin Seaman, Office of the CIO	Ty Snyder, Structured Communications
Chris Smith, Office of the CIO	Tammy Shipman, State Controller's Office
Mike Teller, Tax Commission	Adam Warr, Office of the Attorney General
Gregory Lindstrom, Division of Purchasing	Jeff Walker, Access Idaho
Lance Wyatt, Office of the CIO	Becky Barton-Wagner, Dept. of Insurance
Tom Olmstead, Office of the CIO	Shawn Scudder, Involta
Bill Farnsworth, Office of the CIO	Jeff Leonnig, Involta

CALL TO ORDER

Chairman Dan Goicoechea called the meeting to order at 1:35 pm. Due to a possible need for the Chairman to depart the meeting early, a re-ordering of one of the agenda items was requested.

MOTION: Mr. Beck moved and Gen. Turner seconded a motion to adjust the order of the agenda to move the State Strategic Planning item up on the agenda, immediately following the approval of the minutes; the motion passed unanimously.

MINUTES

MOTION: Sen. Bayer moved and Mr. Fulkerson seconded a motion to approve the minutes of the September 8, 2016 meeting, as presented; the motion passed unanimously.

STATE STRATEGIC PLANNING

Mr. Zickau gave an overview of the state strategic planning session which was held on November 29. The focus of the session included identifying and building context for several guiding principles under which the state operates, as well as developing several long-term planning objectives. Mr. Zickau also reported that there was consensus to seek approval from the ITA of a change to the wording of strategic goal #3 to specifically address the concept of "privacy." This information will be refined and articulated for the committee at a future meeting.

Discussion followed, and at the request of the Chair, Mr. Farnsworth discussed the web portal as it relates to the strategic plan, noting that a new state homepage will be launched shortly, which will bring more agencies together in a centralized area organized by topic or subject, rather than by agency. Citizens will be able to locate the service they need and then will be re-directed to that specific area or agency.

ITA POLICIES
ENTERPRISE POLICY P2070 (PRIVACY) – Mr. Olmstead gave an overview of the draft privacy policy. Compliance with this policy will help ensure, among other things, that Personally Identifiable Information (PII) is protected from unauthorized disclosure. Mr. Olmstead added that enterprise guideline G502 provides best practices for agencies to conduct privacy impact assessments in order to inventory the privacy data they collect.

MOTION: Mr. Beck moved and Ms. Achabal seconded a motion to approve Enterprise ITA Policy P2070, as presented, with the caveat that the language in Goal #3 of the Strategic Plan will be changed to explicitly address the concept of privacy; the motion passed unanimously.

ENTERPRISE POLICY P2080 (PRIVILEGE ACCESS MANAGEMENT) – Mr. Olmstead reviewed the draft privilege access management policy, which would require agencies with privileged account users to adopt multi-factor authentication. Discussion followed, including an explanation of how multi-factor authentication works, and it was noted that there are multiple solutions available to state agencies.

MOTION: Ms. McArthur moved and Sen. Bayer seconded a motion to approve Enterprise ITA Policy P2080, as presented; the motion passed unanimously.

ITA SUBCOMMITTEES – UPDATE
IDAHO GEOSPATIAL COUNCIL-EXECUTIVE COMMITTEE (IGC-EC) – Ms. Bond reported that this subcommittee has been working on reviewing and revising many of the geospatial guidelines and standards, including significant revisions to the metadata standards and approval of a new standard for the Geodetic Control Points. IGC-EC has also rescinded the geographic metadata guideline since there are metadata resources readily available online, such as the standard endorsed by the Federal Geographic Data Committee.

Ms. Bond then gave an update on the technical working groups (TWGs), and gave an overview of some of the topics presented at the Fall IGC meeting, which was held in Coeur d'Alene on November 1.

STATE GIS STRATEGIC PLAN – A working group made up of several IGC-EC members has drafted a revised state GIS strategic plan, and Mr. Farnsworth gave a brief overview of the plan, including a discussion of the Idaho Spatial Data Infrastructure (SDI). He also reviewed the GIS strategic plan goals, which were determined based on feedback received from the Idaho GIS community.

MOTION: Mr. Fulkerson moved and Gen. Turner seconded a motion to approve the State GIS Strategic Plan, as presented; the motion passed unanimously.

CYBER LIABILITY INSURANCE UPDATE
Ms. Cox reported that statewide cyber liability insurance coverage has been implemented effective December 1, with reserves from the Risk Management funds being used to pay for the first six months of coverage. She explained how the billing process will work and how the deductible will be collected. State agencies and higher education institutions who are covered by Idaho's self-retained liability program are covered by this policy. Ms. Cox also provided the committee with an FAQ sheet.

A brief discussion followed regarding the need for agencies to assess the types of information they have in order to ensure that they do not keep information unnecessarily.

OTHER BUSINESS
INFORMATION MANAGEMENT – Ms. McArthur requested that information management be looked at from a strategic standpoint and Mr. Zickau confirmed that this topic would be revisited as a long-term strategic objective. At the request of Chairman Goicoechea, Mr. Zickau agreed to share this discussion item with the Cybersecurity Taskforce.

REPRESENTATION OF THE ITA BY THE CHAIR: Chairman Goicoechea reminded the members that he is periodically asked to participate in various functions as the chair of ITA. He emphasized that he does not operate as if he has the concurrence of the group when he is acting this capacity, and he discussed some of the

upcoming functions he will be participating in. He noted that he may contact members from time to time when he is seeking specific expertise on a topic.

ADJOURNMENT
The meeting adjourned at 3:01 pm. The next meeting of the ITA has yet to be scheduled.

Respectfully submitted,

Erin Seaman

Erin Seaman, Office of the CIO