

Idaho Technology Authority (ITA)

IT Leadership Council (ITLC)

Meeting Minutes: December 20, 2016 at 9:30 a.m.

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

(Approved February 21, 2017)

ATTENDANCE

Members/Alternates Present:

Michael Farley, CHAIR, Dept. of Health & Welfare
Mike Teller, VICE CHAIR, State Tax Commission
Randy Turner, Dept. of Correction
Bob Ross, Dept. of Fish & Game
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
Mike Langrell, Idaho Military Division
Jon Spence, Division of Liquor
Stephen DeBoard, Div. of Vocational Rehabilitation
Dan Raiha, Dept. of Lands (phone)
Scott Williams, Dept. of Parks & Recreation (phone)
Bob Nertney, Health Districts (phone)
Mark Hill, Dept. of Education
(Alternate for Chris Campbell)

Members Absent:

Robert Butler, Industrial Commission
Kevin Iwersen, State Supreme Court
Steven Higgins, Idaho State Police
Chris Campbell, Dept. of Education

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
Greg Mathias, Dept. of Water Resources
Sarah Hilderbrand, Division of Purchasing
Cheryl Dearborn, Office of the CIO
Gregory Lindstrom, Division of Purchasing
Valerie Bollinger, Division of Purchasing
Jason Urquhart, Division of Purchasing
Sherman Kester, CenturyLink
James Van Pelt, CenturyLink
Chad Williams, CenturyLink
Sandy Hetzel, Commission for Libraries
David Harrell, Commission for Libraries
Ty Snyder, Structured Communication Systems
Jeff Leonnig, Involta
Shawn Scudder, Involta
Clinton Dale, Division of Veterans Services (phone)

CALL TO ORDER

Chairman Farley welcomed everyone and called the meeting to order at 9:33 a.m.

MINUTES

MOTION: Ms. Barton-Wagner moved and Mr. Langrell seconded a motion to approve the meeting minutes from October 18, 2016, as presented; the motion was approved.

PROCUREMENT

NASPO VALUEPOINT CLOUD SERVICES – Ms. Bollinger reported that the Division of Purchasing (DOP) will not be able to issue participating addendums (PADDs) under the master agreements for the NASPO cloud contracts. She explained the issues that led to this decision. As a result, DOP will be forming an internal sourcing team to identify statewide needs and put contracts in place. Gregory Lindstrom will lead this effort and it was agreed that the committee members would be solicited for volunteers to join this team in order to provide input. Ms. Bollinger explained some of the differences between statewide contracts and individual agency procurements, noting that individual agency procurements can still be done where they make sense.

Discussion followed, and Vice Chairman Teller requested that Ms. Bollinger report back at the next meeting with additional guidance on how agencies wishing to pursue cloud procurements may proceed. Ms. Bollinger clarified that NASPO PADDs currently in place for other contracts are not affected.

In response to a general purchasing question, Ms. Bollinger explained that, in general, when purchasing new configurations, accessories to those configurations should be purchased off the computer hardware contract, but replacement accessories may be purchased off either the computer hardware contract, or the office supplies contract if it makes sense.

ITA GUIDELINES

ENTERPRISE GUIDELINE G536 (PRIVACY) – Mr. Pope reported that firewall changes are currently done once each day at 1 pm, but since those changes tend to be problematic, a morning window will be added so that any issues that occur in the morning can be corrected in the afternoon, unless it’s an emergency. Since this is essentially a change to an internal practice the guideline is not being revised at this time. Emergencies will continue to be handled accordingly.

STATE STRATEGIC PLANNING

STATE STRATEGIC PLANNING SESSION – Mr. Zickau reported on the state strategic planning session held on November 29. Outcomes from the session include a proposed change to strategic plan goal #3, to go back to earlier language which included the concept of “privacy.” Formal approval of this change will be sought from the ITA, and he explained the reasons behind this proposed change. Common guiding principles were reviewed and articulated, and several long-term goals were identified, with a possible third long-term goal related to information management. He noted that an information management goal would require significant resources.

Chairman Farley added that due to the timing of the state budget cycle, the possibility of moving the strategic planning sessions to the spring time going forward was considered.

DATA CENTER SERVICES UPDATE – Mr. Turner updated the committee on his recent meeting with DOP to discuss statewide data center service needs. The possibility of doing a single agency pilot project is being considered, with the understanding that when the IT services contracts are re-solicited, a category would be added that would cover these types of services at a statewide level. The differences between using professional service organizations (PSOs) versus professional services agreements (PSAs) was briefly discussed.

In response to a question Ms. Bollinger explained and discussed “courtesy” postings, in which Idaho receives notices of solicitations in other states and re-posts them as a courtesy in Idaho’s eProcurement system. This alerts vendors to solicitations in other states and allows Idaho to meet the statutory requirement to seek bids from a minimum of three vendors with a significant Idaho economic presence.

IT CLASSIFICATIONS UPDATE – Chairman Farley updated the committee on the current status of the state IT classifications, noting that the Division of Human Resources (DHR) continues to work with the Hay Group. Although the classifications have not yet been updated, there are now job families in place based on the classifications. The goal is to upgrade and update the classifications to meet current common needs and represent today’s market. Chairman Farley will update the committee as information becomes available.

OTHER BUSINESS

CRITICAL SECURITY CONTROLS (CSCs) UPDATE – Mr. Wyatt discussed the tools being finalized to capture and measure the progress of the individual agencies with regard to the CSCs. He gave an overview of the audit scripts tool, as well as the Plan of Actions and Milestones (POAM) tracking system, which will be a secondary tool and will augment the audit scripts tool. Agencies will assign a point of contact but will only have access to their individual folders, and the data will be encrypted. Data will be time-stamped when it is entered in the POAM. Mr. Wyatt agreed to verify how the metadata will be processed.

Discussion followed regarding the use of the maturity scale, and how the authentication process will work. Mr. Wyatt will work with those agencies not on Office 365 to determine how they will access these tools.

OCIO UPDATE: INCIDENT REPORTING PROCESS – Mr. Wyatt reminded the committee about the need to report critical incidents when they occur in accordance with policy as established by ITA. He referred the members to those guidelines and policies related to dealing with critical incident responses.

OCIO UPDATE: EMAIL GATEWAY – Mr. Gautschi reported on the status of the migrations to the new email gateway and discussed some of the details of the encrypted envelope service. He noted that a health check is scheduled with the vendor in January to review the current configuration.

NEW AREA CODE UPDATE – Ms. Dearborn reminded the committee that Idaho will be getting a new area code in 2017. This will be an overlay and will cover the entire state. The new area code is 986. Agencies' phone systems, whether centrally managed or not, will need to be re-programmed for 10-digit dialing before the permissive dialing period, which allows 7- or 10-digit local dialing, expires in August 2017. Peripherals, such as fax and fax servers, and security systems, will need to be re-programmed as well.

ADJOURNMENT / NEXT MEETING

The meeting adjourned at 10:53 am. The next regular meeting was scheduled for February 21, 2017 at 9:30 am.

Respectfully submitted,



Erin Seaman, Office of the CIO