

Idaho Technology Authority (ITA)

**IT Leadership Council (ITLC)**

Meeting Minutes: April 18, 2017 at 9:30 a.m.

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

*(Approved June 20, 2017)*

**ATTENDANCE**

**Members/Alternates Present:**

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

**Members Absent:**

Chris Campbell, Dept. of Education  
Steven Higgins, Idaho State Police  
Jon Pope, Office of the CIO  
Chris Victory, Transportation Dept.  
Tammy Shipman, State Controller's Office  
Kevin Iwersen, State Supreme Court

**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  
Katie Stone, Gartner  
Bryton Blunck, Office of the CIO  
Mark Mayer, Dept. of Labor  
Lance Wyatt, Office of the CIO  
Dan Thornton, Dept. of Homeland Security  
Bret Kessinger, Idaho State Police  
Karl Gautschi, Office of the CIO  
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  
Stephanie Wildman, Division of Purchasing  
Brett Richard, Dept. of Labor  
David Harrell, Commission for Libraries  
Ariel Acosta, Cisco  
Ty Snyder, Involta  
Shawn Scudder, Involta  
Jamison Chochrek, CenturyLink  
Chad Williams, CenturyLink  
Adam Johnston, Zayo Group  
Russ Cunningham, State Supreme Court  
Sherman Kester, CenturyLink  
John Foster, Kestrel West  
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: Mr. Langrell moved and Mr. Ross seconded a motion to approve the meeting minutes from February 21, 2017, as presented; the motion was approved.**

**ITA POLICIES/STANDARDS/GUIDELINES**

ENTERPRISE POLICY P4550 (MOBILE DEVICE MANAGEMENT) – Mr. Wyatt discussed the proposed revisions to this policy, which has been extensively modified.

In response to a question from Chairman Farley, a brief discussion followed regarding how soon a user should notify their IT department of a missing device. Mr. Ross explained that the expectation of the working group

who drafted the revised policy language was that agencies would decide on a reasonable reporting timeframe for themselves.

**MOTION: Ms. Barton-Wagner moved and Mr. Ross seconded a motion to recommend approval to ITA of the revisions to Enterprise Policy P4550, as presented; the motion was approved.**

ENTERPRISE GUIDELINE G540 (MOBILE DEVICES) – Mr. Wyatt reviewed the revised language for this guideline, and gave a brief overview of the newly added Appendix A, “Tiered Mobile Device Management – Quick Reference,” which lists tools and recommendations for determining classification levels for data on mobile devices used for critical state functions. He thanked the members of the working group for their assistance in revising the guideline.

**MOTION: Ms. Barton-Wagner moved and Mr. Ross seconded a motion to approve the revisions to Enterprise Guideline G540, as presented; the motion was approved.**

ENTERPRISE POLICY P4150 (PRIVACY POLICY) AND ENTERPRISE POLICY P4560 (DATA BREACH MANAGEMENT) – Mr. Zickau discussed the proposed revisions to the Privacy and Data Breach Management policies, which included aligning definitions in both policies with Idaho Code §28-51-104.

A brief discussion followed, with a suggested correction, and a request that a deputy attorney general review the correction in both documents prior to moving forward to ITA for approval.

**MOTION: Mr. Ross moved and Ms. Barton-Wagner seconded a motion to recommend approval to ITA of the revisions to Enterprise Policy P4150, as corrected; the motion was approved.**

**MOTION: Mr. Ross moved and Ms. Barton-Wagner seconded a motion to recommend approval to ITA of the revisions to Enterprise Policy P4560, as corrected; the motion was approved.**

#### **FUSION CENTER**

Sargeant Brett Kessinger, Idaho State Police (ISP) / Fusion Center, gave a brief overview of the Idaho Criminal Intelligence Center, which provides case support for law enforcement across Idaho.

Dan Thornton, US Dept. of Homeland Security (Intelligence & Analysis) (DHS I&A), gave an overview of the Fusion Center, which is an information sharing environment hosted by ISP. He explained the importance of information sharing between the Fusion Center and state agencies, noting that discussions have been had with the Dept. of Administration to identify a common reporting mechanism in which DHS would be notified of incidents which may be of interest at the national level. In return, DHS would provide briefings that could be used for awareness or mitigation.

Discussion followed, and it was agreed that OCIO would be the most efficient conduit for sharing information. Mr. Zickau explained that a process for managing this would be put in place and that a form, created by the state of South Dakota for reporting cyber incidents, would be shared with the committee.

#### **PROCUREMENT**

Mr. Urquhart updated the committee on the work of the IT procurement process reform team. The team has met several times and is beginning to work on developing standard IT terms. A number of agencies are represented on this working group, including ITD, DHW, Industrial Commission, Dept. of Correction, and others.

Additionally, Mr. Urquhart has met with Risk Management, and the Office of the Attorney General, to discuss insurance and other risk mitigation factors, both for general procurements and for IT procurements.

#### **STATE STRATEGIC PLANNING – UPDATE**

Mr. Zickau previewed the upcoming state technology strategic planning session scheduled for May 11 and discussed possible areas of focus for the planning session. He noted that with the possible purchase of the HP complex, and the Governor’s Cybersecurity Executive Order, there could be changes to the governance structure, as well as the way agencies interoperate.

**OTHER BUSINESS**

OCIO UPDATE: Mr. Zickau updated the committee on the status of several positions in OCIO which are in the process of being filled, including a new position to be funded by the Board of Occupational Licenses (BOL) and Board of Medicine (BOM), which will be housed in the Department of Administration (DOA). This position will primarily support BOL and BOM, but will supervised by DOA. Other positions being filled in OCIO include the Chief Information Security Officer position, and a newly created Security Analyst, Senior position. Mr. Zickau also updated the committee on the status of the new firewall project.

CRITICAL SECURITY CONTROLS (CSCs) PLANNED OBJECTIVES AND MILESTONES (POAM) UPDATE – Mr. Wyatt reported on the bi-weekly meetings he has been having with staff from agencies to review the first five CSCs in preparation for doing a gap analysis. He discussed the enterprise-level reporting system and reviewed some of the tools for documenting deficiencies and plans for improving each agency’s security posture.

Discussion followed, and it was noted that OCIO is working proactively with DFM and DHR to find an enterprise-level solution. However, he added that agencies with federal compliance requirements should move forward in seeking an appropriate solution rather than wait for an enterprise solution. Mr. Zickau suggested having OCIO host a working group, under the auspices of ITLC, to look for possible solutions.

**ADJOURNMENT / NEXT MEETING**

The meeting adjourned at 11:04 am. The next regular meeting was scheduled for June 20, 2017 at 9:30 am.

Respectfully submitted,



Erin Seaman, Office of the CIO