

# Idaho Technology Authority (ITA)

August 29, 2018 Meeting Minutes

*(Approved May 30, 2019)*

The Idaho Technology Authority meeting was held on August 29, 2018 at 1:30 pm in the East Conference Room of the Joe R. Williams Building, 700 West State Street, Boise, Idaho.

## ATTENDANCE

### **Members Present:**

Jeff Weak, CHAIR, Office of the Governor  
Sen. Jeff Agenbroad  
Rep. John Gannon  
Joshua Whitworth, State Controller's Office  
Greg Zickau, Office of IT Services  
Robert Geddes, Dept. of Administration  
David Fulkerson, Div. of Financial Management  
Eric Beck, Dept. of Labor  
Dave Taylor, Dept. of Health & Welfare  
Pat Donaldson, Dept. of Correction  
Terri Kondeff, Legislative Services Office  
Collier Lipple, Military Division  
Wilma Robertson, IGC-EC Chair  
Matt Freeman, State Board of Education  
Maj. Charlie Spencer, Idaho State Police (phone)  
Chris Victory, Idaho Transportation Dept.  
(Alt. for Charlene McArthur)

### **Members Absent:**

Kevin Iwersen, Idaho Courts  
Charlene McArthur, Idaho Transportation Dept.  
Jim Nottingham, HP Inc.

### **Others Present:**

Erin Seaman, Office of IT Services  
Bob Ross, Dept. of Fish & Game  
Janet Gallimore, Historical Society  
Tawna Chesnut, Historical Society  
Chris Smith, Office of IT Services  
Greg Mathias, Dept. of Water Resources  
Glen Gardiner, Dept. of Water Resources  
Diego Curt, Office of IT Services  
Lance Wyatt, Office of IT Services  
Bill Farnsworth, Office of IT Services  
Tammy Shipman, State Controller's Office  
Randy Turner, Dept. of Correction  
Ben Call, Military Division  
Gregory Lindstrom, Division of Purchasing  
Robyn Lockett, Legislative Services Office  
Bob Hough, State Controller's Office  
Alvino Artalejo, Dept. of Health & Welfare  
Brian Shields, Office of Emergency Management  
Steve Woodall, Office of Emergency Management  
Donna Caldwell, Dept. of Lands Jeff Walker, Access Idaho  
Meredith Newton, CompuNet  
Katie Bash, Gartner  
Jerry Wilson, CompuNet  
Mark Bickle, ATT-FirstNet  
Kate Haas, Kestrel West

## CALL TO ORDER

Chairman Jeff Weak called the meeting to order at 1:30 pm, and introduced new committee member Robert Geddes, Director, Department of Administration.

## MINUTES

**MOTION: Mr. Taylor moved and Sen. Agenbroad seconded a motion to approve the minutes of the April 5, 2018 meeting, as presented; the motion passed unanimously.**

## ITA POLICY

ENTERPRISE POLICY P1040 (EMPLOYEE ELECTRONIC MAIL AND MESSAGING USE) – Mr. Wyatt reviewed the proposed revisions to Policy P1040.

**MOTION: Mr. Beck moved and Mr. Zickau seconded a motion to approve the revisions to Enterprise ITA Policy P1040, as presented; the motion passed unanimously.**

ENTERPRISE POLICY P4510 (CYBERSECURITY INCIDENT REPORTING) – Mr. Wyatt reviewed the proposed revisions to Policy P4510.

Discussion followed regarding Enterprise Guideline G105 (ITA Glossary of Terms), recently approved by ITLC, to which the cybersecurity definitions have been moved. The new Guideline will serve as the central location for definitions going forward in order to ensure consistency across policies. As policies are updated, definitions will be moved to the new guideline. It was noted that although the ITLC has delegated authority to approve

guidelines, such approvals can be elevated to the ITA at any time. Also briefly discussed were GIS-related definitions, which may be included in the guideline at a future time.

**MOTION: Mr. Freeman moved and Mr. Taylor seconded a motion to approve the revisions to Enterprise ITA Policy P4510, as presented; the motion passed unanimously.**

ENTERPRISE POLICY P4560 (CYBERSECURITY BREACH MANAGEMENT) – Mr. Wyatt gave an overview of the proposed revisions to Policy P4560, noting that ITS coordinates with Risk Management when a suspected breach is reported. Suspected breaches may be reported either to the general email box listed in the policy or by phone to ITS or Risk Management. The importance of timely reporting and communication was emphasized.

Mr. Freeman requested that the Idaho Student Data Privacy Law (I.C. 33-133H) be reviewed to ensure that it was not in conflict with the definition for Personally Identifiable Information (PII) included in Enterprise Guideline G105. The PII definition in G105 includes “personal information” as defined in I.C. 28-51-104.

After discussion, it was agreed to amend the language in Section V. Exemption Process from “*Situations that may lead to exemptions include:*” to “*Situations that may lead to exemptions include, but are not limited to:*”

**MOTION: Mr. Beck moved and Mr. Whitworth seconded a motion to approve the revisions to Enterprise ITA Policy P4560, as amended; the motion passed unanimously.**

#### **IT GOVERNANCE: NEXT STEPS**

Chairman Weak discussed the changes as a result of the passage of House Bill 607, which became law on July 1, merging the Office of the CIO and the Director of Information Security to create the new Governor’s Office of IT Services (ITS). Agencies received a letter dated July 5 detailing the Governor’s goal to consolidate, streamline, and improve IT operations for executive branch agencies, and ITS is developing a list of agencies that could benefit from IT consolidation and has begun meeting with those agency directors and administrators.

Chairman Weak also explained the new process for approval of IT procurement of products and services, noting that requests submitted for approval would be handled within 10 business days, or would be automatically approved. He also discussed the state data center being planned for the Chinden Campus.

#### **STATE STRATEGIC PLAN GOALS OVERVIEW**

Mr. Zickau reviewed the state technology strategic goals, which are long-standing and haven’t changed dramatically over time. He gave an overview of the 2016 and 2017 strategic plans and how they tied back to the goals, before reviewing the draft objectives identified for 2018, and the methodology used for aligning the proposed objectives with the goals. He was seeking approval from the committee of these new objectives.

In response to a question from Ms. Robertson, Mr. Zickau acknowledged the importance of including the geospatial community in the strategic planning process and stated that she would be included in future planning sessions in her role as the IGC-EC chair.

**MOTION: Rep. Gannon moved and Mr. Geddes seconded a motion to approve the 2018 Strategic Plan Goals and Objectives, as presented; the motion passed.**

#### **ITA SUBCOMMITTEES**

IT LEADERSHIP COUNCIL (ITLC) – Mr. Ross reviewed the revisions to the ITLC charter to update the statutory authority reference for the ITA and change the membership from the Dept. of Administration to the Governor’s Office of IT Services.

**MOTION: Sen. Agenbroad moved and Mr. Beck seconded a motion to approve the revisions to the ITLC Charter, as presented; the motion passed unanimously.**

IDAHO GEOSPATIAL COUNCIL-EXEC. COMMITTEE (IGC-EC) – Ms. Robertson reported on the working group she led to research ways to coordinate and consolidate in the GIS community. The working group, comprised of Ms. Robertson and three members of the IGC-EC, interviewed the GIOs from ten states, including Bill Farnsworth.

The group will be presenting their findings and recommendations, which align with the state GIS Strategic Plan, at the next IGC-EC meeting, scheduled for September 24. Chairman Weak and Mr. Zickau have been invited to attend the meeting, and she extended the invitation to all ITA members.

#### **HISTORICAL SOCIETY: MUSEUM EXHIBITS**

Ms. Gallimore gave an overview of the Idaho State Historical Society and the State Historical Museum. The museum will be re-opening on October 12 after extensive renovations. She noted that the capital campaign has exceeded its fundraising goal and is continuing to raise money. A business plan has been developed to ensure that the museum is financially self-sustaining into the future. Ms. Gallimore discussed the vision for the museum and shared a video walk-through of the museum to illustrate the new layout.

Ms. Chesnut gave an overview of the technology behind the exhibits, and thanked those from other agencies who helped with the project.

#### **SYSTEMS INTEGRATION CONSULTANT – OSBE**

Mr. Freeman reported on the higher education task force commissioned by the Governor in 2017 to make recommendations to the State Board of Education examining ways to drive efficiencies and cost savings for shared services by moving to a more integrated system approach among the higher ed institutions.

As a result of the recommendations, the Governor's budget recommendation included funds for the Board to hire an operational consultant. An RFP for a consultant has been issued and proposals are now being reviewed. Mr. Freeman noted that there could be opportunities for economies of scale with the institutions.

#### **OTHER BUSINESS**

PRODUCT ROADMAPS – Mr. Smith reported that ITS is working on developing a list of common toolsets for products that agencies may already be using in order to look for opportunities to collaborate and combine volume capabilities for better pricing. He also gave status updates on the RFP recently issued for Ivanti; efforts to standardize endpoint protection; and vulnerability management.

Discussion followed, and Chairman Weak noted that cost savings will be tracked over time.

SCO RFP – Mr. Whitworth reported that the State Controller's Office has released its RFP to solicit proposals for a comprehensive ERP software solution. He thanked all those who participated in the process. Questions may be directed to SCO.

#### **ADJOURNMENT**

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

*Erin Seaman*

Erin Seaman, Office of IT Services