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│                    Idaho Technology Authority (ITA)                   │
│                    IT Leadership Council (ITLC)                       │
│              Draft Meeting Minutes: February 18, 2020 at 1:30 p.m.    │
│         East Conference Room, JRW Building, 700 West State Street, Boise, Idaho │
│                         (Approved April 21, 2020)                     │
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ATTENDANCE
Members/Alternates Present:
Bob Ross, Dept. of Fish & Game (CHAIR)
Randy Turner, Dept. of Correction (VICE CHAIR)
Alvino Artalejo, Dept. of Health & Welfare
Glen Gardiner, Dept. of Water Resources
Jon Spence, Division of Liquor
Chris Smith, Office of IT Services (ITS)
Brian Reed, Idaho Transportation Dept.
Brett Richard, Dept. of Labor
Dan Raiha, Dept. of Lands (phone)
Scott Williams, Dept. of Parks & Recreation (phone)
Wade Howland, Supreme Court
    (Alt. for Kevin Iwersen)

Members Absent:
Shana Barrowclough, Industrial Commission
Mike Langrell, Idaho Military Division
Bob Nertney, Health Districts
Steven Higgins, Idaho State Police
Chris Campbell, Dept. of Education
Kevin Iwersen, State Supreme Court
John Bernasconi, Tax Commission
Terry Ford, State Controller's Office
VACANT, Dept. of Insurance

Others present:
Erin Seaman, Office of IT Services
Greg Zickau, Office of IT Services
Michelle Santurro, Office of IT Services
Josh Stemp, Idaho Transportation Dept.
Brigette Teets, Office of IT Services
Greg Mathias, Dept. of Water Resources
Lance Wyatt, Office of IT Services
Tawna Chesnut, State Historical Society
Cheryl Dearborn, Office of IT Services
Sandy Hetzel, Commission for Libraries
David Harrell, Commission for Libraries
Larry Sweat, PERSI
Stephanie Wildman, Cradlepoint
Gara McCutchen Aragon, SHI Int'l
Daren McKinney, Verizon
Tim Walker, Treinen Associates
Mitch Cunningham, CompuNet
Ryan Zimmerle, Ednetics
Kevin Browning, Ednetics
Ryan Doute, Cerium Networks
Jason Urquhart, Div. of Purchasing (phone)
Lauren Talyor, Gartner (phone)

CALL TO ORDER
Chairman Ross welcomed everyone and called the meeting to order at 1:33 pm. He introduced two new members: Brett Richard, Department of Labor; and Brian Reed, Idaho Transportation Department.

MINUTES
MOTION: Vice Chair Turner moved and Mr. Smith seconded a motion to approve the meeting minutes from December 17, 2019, as corrected; the motion was approved.

PROCUREMENT
Mr. Urquhart reported that new contracts are in the process of being worked on for data communication hardware. The two contracts that are currently in place are with Cisco and Juniper and expire on May 31, 2020. The Office of IT Services (ITS) has identified their preferred vendor awards, and the point of contact at the Division of Purchasing for these contracts is Kim Guevara.

Mr. Urquhart also explained that he has been working with ITS to renew the IT services contracts, which expire on June 30, 2020. A team has been assembled from multiple state agencies to work on the re-solicitation of the contracts and to consider possible changes to the contracts.

ITA GUIDELINES
ENTERPRISE GUIDELINE G310 (WEB PUBLISHING) – Ms. Teets gave an overview of proposed updates to the guideline that are needed as a result of minor updates that have been made to the state template over time.

MOTION: Mr. Gardiner moved and Vice Chair Turner seconded a motion to approve the revisions to ITA Guideline G310, as corrected; the motion was approved.

ENTERPRISE GUIDELINE G585 (CYBERSECURITY INCIDENT & BREACH RESPONSE REPORTING) – Mr. Wyatt reviewed the proposed changes to this guideline. He noted that information about the WebEOC, which is the new application software used for recording after-action responses following an incident, has been added. Following a brief discussion, Mr. Wyatt also agreed to add a link to the WebEOC to the guideline.

MOTION: Mr. Smith moved and Mr. Reed seconded a motion to approve revisions to ITA Guideline G585, as corrected; the motion was approved.

IT MODERNIZATION UPDATE

Mr. Zickau reported that the Joint Finance and Appropriations Committee (JFAC) has recommended approval of the ITS FY2021 budget, which includes phase 2 of the Governor's IT modernization initiative. The budget adds sixty-nine (69) new FTE's, bringing ITS to a total of one-hundred thirty-five (135) for FY2021.

Mr. Zickau noted that ITS will begin advertising the new positions shortly. ITS and the Division of Human Resources (DHR) will also co-host a Phase 2 hiring event on February 21 at the Chinden campus for those in impacted positions.

In response to several questions, Mr. Zickau added that early hiring has been approved for four (4) of the sixty-nine (69) new positions, including a chief technology officer (IT Architect IV), which could be filled as early as March. Most of the remaining positions will have start dates sometime in June (on the first day of the first pay period of FY2021) to ensure that for those hired from other state agencies, there is no break in service. A draft organizational chart for phase 2 will be posted on the ITS website shortly.

IT APPROVALS PROCESS

Mr. Zickau reminded the members of the requirement for all agencies to obtain approval from ITS prior to making IT-related purchases for new and replacement items. He noted that this process has been in place for about a year and has resulted in savings to the state, although requests for approval have begun to drop off, and it appears some agencies have made purchases without going through the approvals process. Mr. Zickau emphasized that this process helps eliminate unnecessary and inadvertent duplication of purchases. He noted that ITS rarely says no to an agency, although it might suggest an alternative. For all requests, ITS focuses on accommodating an agency's needs.

Information on the IT approvals process can be found on the ITS website at: https://its.idaho.gov/its-approvals/

OTHER BUSINESS

There was no other business discussed.

ADJOURNMENT / NEXT MEETING

The meeting adjourned at 1:55 pm. The next meeting was scheduled for April 21, 2020 at 1:30 pm.

Erin Seaman

Erin Seaman, Office of IT Services (ITS)