

## IT LEADERSHIP COUNCIL (ITLC)

Approved Meeting Minutes: June 15, 2021, at 1:30 pm MST

### Members/Alternates Present:

Mike Langrell, Military Division (INTERM CHAIR)  
Michele Tomlinson, Dept. of Correction  
Alvino Artalejo, Dept. of Health & Welfare  
Marc Norton, Tax Commission  
Mark McKinney, Transportation Dept.  
Brett Richard, Dept. of Labor  
Terry Ford, State Controller's Office  
Mark Mayer, Office of IT Services  
Jon Spence, Division of Liquor  
Rick Kennedy, Dept. of Education  
Bob Nertney, Central District Health  
Bob Hough, State Controller's Office  
Dan Raiha, Dept. of Lands

### Members Absent:

Steven Higgins, Idaho State Police  
Kevin Iwersen, Idaho Supreme Court

### Others Present:

Kristin Bartz, Office of IT Services  
Mary Frances Coffman, Office of IT Services  
Aaron Archuleta, Office of IT Services  
Matt Aslett, Office of IT Services  
Elizabeth Knox, Office of IT Services  
Sam Montiel, Office of IT Services  
Keith Tresh, Office of IT Services  
Angie Schmidt, Dept of Fish & Game

Betty Mills, Dept. of Parks and Recreation  
Brian Reed, Transportation Dept  
Brigette Teets, Office of IT Services  
Cayden Brown, Pluralsight  
Charity Girard, State Liquor Division  
Chris Kelley, Idaho State Police  
Darren Meiser, Pure Storage  
Decar Scaff, Dept of Education  
Dylan Baker, Commission for Libraries  
Erik Larson, Transportation Dept.  
Erin Seaman, Office of IT Services  
Faith Cox, Dept. of Administration  
Foster Cronyn, Secretary of State  
Gara McCutchen Aragon, SHI  
Josh Stemp, Transportation Dept  
Larry Sweat, PERSI  
Lauren Talyor, Gartner  
Mark Gosswiller, Dept of Labor  
Peter Owechko, Dept of Labor  
Randal Clayton, Cisco  
Rocky Bencken, State Controller's Office  
Mitch Head, Cradlepoint  
Tawna Chesnut, State Historical Society  
Chad Williams, Salesforce  
Glenn Harris, Legislative Services Office  
Jim Byrne, CenturyLink/LUMEN  
Ryan Doute, Cerium Networks  
Ross Houck, Idaho State Police  
Mark Hill, State Board of Education

## CALL TO ORDER

Chair Ross welcomed everyone and called the meeting to order at 1:33 pm MST. A quorum was established.

## MEETING MINUTES

**MOTION: Ms. Tomlinson moved, and Mr. Spence seconded a motion to approve the minutes of April 20, 2021, meeting, as presented; the motion passed unanimously.**

## PROCUREMENT UPDATE

Jason Urquhart, Division of Purchasing (DOP), reported on a few procurement updates:

- DOP Extended IT Service Contracts 6 months, except for Cambridge. Cambridge decided not to renew.
- There is a new invite for IT Security products
- Kimberly Guevara awarded 2 wireless contracts - AT&T/ T-Mobile

Mr. Richard asked for an update on the cloud-faxing solution. Mr. Urquhart explained that negotiations fell apart and to contact Justin Gross ([justin.gross@adm.idaho.gov](mailto:justin.gross@adm.idaho.gov)) for more information. Mr. Mayer added his team is working on the cloud-faxing solution and is hopeful to get a contract into place soon.

Mr. Spence inquired about multifunction printers and copiers. Mr. Urquhart asked Mr. Spence to email him questions so he could track down the appropriate information and get back to him.

## ITA POLICIES, STANDARDS, & GUIDELINES

Mr. Stemp, Transportation Department, proposed new ITA Policy P4503 and Standard S6030.

### Enterprise Standard S6030 – Identity and Authentication

This new standard will provide basic authentication requirements, based on published industry best practices, that help form a solid foundation for current and future identity and access management strategies. Mandatory risk and privilege-based authentication management such: password complexity, length, acceptable use, multi-factor authentication (MFA), and verifier minimum requirements are outlined. Legacy system passwords requirements are also addressed, along with proper locked account procedures. This standard is a replacement for Guideline G560 (Passwords).

Mr. McKinney voiced two concerns: the challenge to make passwords longer or rules more stringent and secure, and the ability for agencies to change privileged accounts on a rotating basis of 60 days.

Mr. Langrell clarified S6030 outlines accounts will have mandatory password changes performed every 90 days, and 60 days if compromised.

Mr. Stemp emphasized an attempt to take a step in the right direction toward industry best practices. He stated NIST has changed its recommendations, but auditors have not yet adopted those changes. Mr. Stemp mentioned the need to strike a balance. The balance of meeting federal standards but also having a level of leeway without reducing sensitivity/security. He referenced IRS Publication 1075 (Tax Information Security Guidelines for Federal, State, and Local Agencies).

Mr. Tresh mentioned Standard S6030 was discussed with the Enterprise Security Working Group (ESWG), and that a one-size-fits-all standard is simply not possible. Mr. Tresh explained agencies can file an exemption if needed.

Mr. Langrell stated if several exemptions were received it would be worth revisiting. Since standards do not need to be approved by ITA, ITLC has flexibility more flexibility if changes need to be made.

**MOTION: Mr. Richards moved to approve Enterprise Standard S6030 (Identity and Authentication); Mr. Artalejo seconded; the motion was approved.**

### Enterprise Policy P4503 – Identity and Access Management

This policy is to ensure state agency assets are protected with basic identity management and authentication practices. State agencies must protect all information technology accounts, devices, and services with best practice authentication standards as described in ITA Enterprise Standard S6030.

**MOTION: Mr. Richards moved to approve Enterprise Policy P4503 (Identity and Access Management); Mr. Kennedy seconded; the motion was approved.**

### Enterprise Guideline G560 – Passwords

**MOTION: Mr. Richard moved to rescind ITA Guidelines G560 (Passwords); Mr. Artalejo seconded; the motion was approved.**

### Enterprise Policy P4110 – Agency IT Security Coordinator

Ms. Bartz presented the updates to Policy P4110 (Agency IT Security Coordinator):

- Added S6030 reference; removed G560.

**MOTION: Mr. Spence moved to approve Enterprise Policy P4110 (Agency IT Security Coordinator) as modified; Mr. Norton seconded; the motion was approved.**

### Enterprise Policy P4502 – Privilege Access Management

Ms. Bartz presented the updates to Policy P4502 (Privilege Access Management):

- Moved definitions into ITA Guideline G105 (Glossary of Terms)
- Replaced reference G560 with S6030 (Identity and Authentication)

**MOTION: Mr. Richard moved to approve Enterprise Policy P4502 (Privilege Access Management) as modified; Mr. Norton seconded; the motion was approved.**

## **ADOBE/MICROSOFT ENTERPRISE UPDATE**

Mr. Mayer announced ITS and Adobe held Adobe Days Training Events on May 20 and May 25<sup>th</sup>. There was a great turnout, with about 600 attendees, indicating great interest within the state. Adobe Days sessions were recorded and can be found on the [Training.Idaho.gov](http://Training.Idaho.gov) website. Anyone interested in additional resources for applications such as Adobe Sign should also visit this training hub.

Mr. Mayer explained ITS is working on year two chargebacks for the Adobe agreement. The chargeback was based on a tiered model. Years two and three will be the same, and for years four and five there will be a five (5) percent increase on the annual charge. Agencies should be receiving information within the next few weeks so they can prepare their budgets. Mr. Mayer emphasized the value agencies are getting out of the agreement and stated 4,000 licenses have been deployed.

Mr. Mayer announced ITS has put together baseline licensing for ITS agencies of the Microsoft 365 E3 License. ITS is also working on getting tools and resources from Microsoft to help users find ways to use Microsoft 365 more effectively.

Mr. Mayer briefly talked about cloud faxing. Mr. Mayer confirmed they are still trying to get through the contracting process. He mentioned several challenges, but he feels they are making progress.

Lastly, Mr. Mayer's team is speaking with Pluralsight about a statewide agreement. Pluralsight is not only a training solution but can help drive recruitment and retention. Pluralsight has AI built-in to track the progress of employees doing training and moving through various learning paths. ITS has had several agencies reach out about subscriptions and has a good count on the number of subscriptions out there. Mr. Mayer urged current Pluralsight users that have any feedback or thoughts on ways the state could leverage that solution more effectively to forward that over via email ([mark.mayer@its.idaho.gov](mailto:mark.mayer@its.idaho.gov)).

## **OTHER BUSINESS**

Elections - Current terms are slated to end June 30, 2021

The floor was opened for nominations for the chair of the committee. There is currently one nomination; no others were nominated. Mr. Langrell called for a motion to recommend himself (Mike Langrell) to the Idaho Technology Authority (ITA) for approval for the chair of ITLC.

**MOTION: Ms. Tomlinson moved, and Mr. Norton seconded a motion to recommend Mike Langrell as the chair of the ITLC to the ITA; the motion was approved.**

The floor was opened for nominations for vice-chair of the committee. Jon Spence volunteered. Mr. Langrell called for a motion to recommend Jon Spence to the Idaho Technology Authority (ITA) for approval for the vice-chair of ITLC.

**MOTION: Mr. Artalejo moved, and Ms. Tomlinson seconded a motion to recommend Jon Spence as the vice-chair of the ITLC to the ITA; the motion was approved.**

#### ITLC Charter Discussion

Chairman Langrell led a discussion about the current ITLC Charter. It was agreed that the Charter should be reviewed. Mr. Langrell urged members to email any thoughts or suggestions to Kristin Bartz ([Kristin.bartz@its.idaho.gov](mailto:Kristin.bartz@its.idaho.gov)).

#### In-person/Virtual Meetings

Mr. Langrell discussed the history of having in-person meetings and wanted to hear opinions on getting back to in-person meetings. Mr. Langrell would prefer to get back to in-person if the majority agreed. Several agreed that they would like to get back to in-person meetings. Mr. Hough did question where the meetings would be held if they were to resume in-person meetings. Mr. Langrell explained the difficulties of holding the meeting downtown and explained the option of holding it at the Chinden campus. Mr. Langrell was open to suggestions.

Ms. Bartz emphasized the expenses associated with holding the meeting downtown and stated a meeting space that didn't require payment would be appreciated since these meetings do come out of the ITS budget.

It was agreed that a list of locations that meet the requirements will be compiled and sent out via email for members to vote.

#### **ADJOURN**

Chairman Ross thanked the committee and called for a motion to adjourn.

**MOTION: Mr. Norton moved, and Mr. Spence seconded a motion to adjourn; the motion was approved.**

The meeting adjourned at 2:48 pm MT. The next meeting is scheduled for Tuesday, August 20, 2021, at 1:30 pm MT.



Mary Frances Coffman, Office of IT Services