CALL TO ORDER
Chair Ross was unable to attend the meeting, Vice-Chair stepped in as Chair. Mr. Spence welcomed everyone and called the meeting to order at 1:35 pm MST. A quorum was established.

MEETING MINUTES
Motion: Mr. Richard moved, and Mr. McKinney seconded a motion to approve the minutes of the June 15, 2021, meeting, as presented; the motion passed unanimously.

PROCUREMENT UPDATE
Jason Urquhart, Division of Purchasing (DOP), reported on the following procurement updates:

- IT Services are set to expire at the end of the month (Dec. 2021) but anticipate an extension of March 31, 2022. Moving to an IT Managed Service contact under NASPO. The March 31st extension will give agencies time to analyze current PSOs.
- IT Security Related Products are set to expire but DOP anticipates a March 31, 2022, extension.
- Audio Visual contract with CDW-G is set to expire May 11, 2022.
- Data Communications - Juniper Networks set to expire May 24, 2022.
- GIS is set to expire on March 31, 2022 but is expected to be extended.
- Software Value Added Reseller was set to expire January 7, 2022, but DOP extended the master agreement through April 7, 2022.

Contracts that do not expire in the next six months:
• Computer Equipment
• Cellular
• Smartsheet (Project Management Software)
• Copiers
• Telephone Services
• Cloud Services
• State Network Services

Mr. Urquhart briefly walked members through how to use the updated DOP website (https://purchasing.idaho.gov/). Users can use to look up IT contracts on https://purchasing.idaho.gov/statewide-contracts-list-view/

ITA MEETING UPDATE
Ms. Bartz presented the ITA December 14, 2021, meeting updates:

• Approved ITLC Charter updates and ITLC Elections for Chair and Vice-Chair
• Ratified IGC-EC Chair Re-appointment (Wilma Robertson, ITS)
  o P1010 was approved.
  o P4503 was approved.
  o P4590 was not approved. Edits were suggested.

• Jeff Weak, ITS, provided a few cybersecurity updates
• Josh Whitworth, State Controller’s Office, provided a LUMA update
• Annual ITA Report and Access Idaho Report were presented to the members

IT RETENTION AND RECRUITMENT
Mark McKinney, Idaho Transportation Department, suggested a discussion around IT Retention and Recruitment. Mr. McKinney explained his struggle hiring new IT talent and retaining talent with remote work and much higher salaries being available outside of the state. He questioned how they can strengthen their recruitment process and retain them.

Janelle White, DHR, explained what DHR has noticed and strategies the state is using to recruit and retain employees. Ms. White explained the labor market challenge stating there are 50,000 unfilled jobs, with approximately 30,000 unemployed workers, leaving 20,000 still unfilled if all unemployed workers filled jobs. Employers are competing for the same talent. Ms. White suggested sign-on and retention bonuses and giving employees greater flexibility (ex. telecommuting). Ms. White acknowledge the difficulties and explained the Division of Human Resources has recommended a 5% change in employee compensation to the Governor and the Legislature for FY 2023.

Mr. Spence asked for clarification on the sign-on bonuses. Ms. White clarified the sign-on bonuses can be provided upon hire and are limited to five percent of the employee’s base salary.

Mr. McKinney stated ITD is not advertising remote work and questioned whether there was statewide guidance around telecommuting. Mr. McKinney also questioned if there could be a focused effort to increase pay for some higher ranked job categories (ex. software engineers, developers, etc.). Ms. White explained agencies are
Ms. Bartz mentioned ITS has started advertising sign-on bonuses and has already seen some success. ITS went from zero candidates to six on a single posting.

**ITLC CHARTER**

Mr. Spence called for a motion to approve a working group (of 8 or less) to review and make recommendations for revising the ITLC Charter.

**MOTION:** Mr. Richard moved to approve a working group to review and make recommendations for revising the ITLC Charter; Ms. Tomlinson seconded; the motion was approved.

Mr. Spence put out a call for volunteers. The following individuals volunteered:
- Jon Spence
- Brett Richard
- Dan Thornock
- Michele Tomlinson
- Alvino Artalejo

**ADJOURN**

Chairman Spence called for a motion to adjourn.

**MOTION:** Ms. Tomlinson moved, and Mr. Artalejo seconded a motion to adjourn; the motion was approved.

The meeting adjourned at 2:14 pm MT. The next meeting is scheduled for February 15, 2022, at 1:30 pm MT.