

Idaho Technology Authority (ITA)

**IT LEADERSHIP COUNCIL (ITLC)**

APPROVED Meeting Minutes: April 19, 2022, at 1:30 pm MST

**Members Present:**

- Mike Langrell, Military Division (CHAIR)
- Alvino Artalejo, Dept. of Health & Welfare
- Brett Richard, Dept. of Labor
- Dan Thornock, Dept. of Fish & Game
- Jennifer Dvorak, Idaho Courts
- Mark McKinney, Transportation Dept.
- Matt Merrell, Public Health District 6
- Marc Norton, Tax Commission
- Chris Colligan, Dept. of Lands
- Kaylene Hoyt, Dept. of Education
- Michele Tomlinson, Dept. of Correction

**Members Absent:**

- Adam Zaragoza, Dept. of Parks & Rec
- Jon Spence, Division of Liquor (VICE CHAIR)
- Terry Ford, State Controller's Office
- Steven Higgins, Idaho State Police

**Others Present:**

- Brigitte Teets, Office of IT Services
- Brian Smith, Office of IT Services
- Brian Reed, Transportation Dept
- Cheryl Dearborn, Office of IT Services
- Decar Scaff, Dept. of Education
- Aaron Archuleta, Office of IT Services
- Foster Cronyn, Secretary of State
- Kristin Bartz, Office of IT Services
- Larry Sweat, PERSI
- Mark McMinn, Dept. of Lands
- Erin Seaman, Office of IT Services
- Matt Aslett, Office of IT Services
- Keith Tresh, Office of IT Services
- Mike Gwinn, Dept. of Administration
- Scott Knights, Dept. of Health & Welfare
- Tawna Chesnut, State Historical Society
- Erica VanOgle, Treinen

## CALL TO ORDER

Chairman Langrell welcomed everyone and called the meeting to order at 1:34 pm MST. A quorum was established.

## MEETING MINUTES

**MOTION: Mr. Norton moved, and Mr. McMinn seconded a motion to approve the minutes of the February 15, 2022, meeting, as presented; the motion passed unanimously.**

## PROCUREMENT UPDATE

Mike Gwinn, Division of Purchasing (DOP), reported on the following procurement updates:

- Regarding the software value added reseller contract under NASPO, the master agreement has an expiration of June 30, 2022. NASPO is reprocurring with an expectation of awarding in June 2022.
- The master agreement for IT vendor management services pad with CAI expires August 31, 2022, and reprocurement is in process. It is out for bid and on target to be in place during August 2022.
- DOP is working with Information Technology Services (ITS) on a Request for Proposal for IT security related products.
- RFP for Enterprise contract management ETL is in development with ITS and going out for request this summer.
- RFQ 2022-1531 password manager solution has been posted to the DOP site and is closing at the end of April.
- Lava Hot Springs has requested a Request for Quote for software for point of sale.

## ITA POLICIES, STANDARDS, AND GUIDELINES

Elizabeth Knox, Office of IT Services, presented the following modifications to Enterprise Policy P4550 Mobile Device Management:

- Originally written in 2013 and now bringing up to industry standards.
- Abstract was updated to further define mobile devices.
- Definitions were moved to G105.
- Defined three user groups:
  - Level 1 – Users with no regulatory requirements
  - Level 2 – Users who access email and are subject to regulatory compliance
  - Level 3 – Users who meet the requirements of Levels 1 and 2 and have access to federal information
- Defined minimum requirements for each level for device, user, and agency.

Mr. Langrell asked if the council has any concerns with implementation.

Ms. Tomlinson asked if the policy satisfies CJIS controls regarding Office 365 and the availability of shared data. Ms. Knox replied that it does satisfy the compliance requirement and Brian Smith, Chief Technology Officer, ITS, added that both Azure and Office 365 are CJIS certified for the State of Idaho.

Mr. Artalejo asked if sections 1, 2, & 3 are being revised based on classifications or business practices. Ms. Knox and Mr. Smith replied that it is based on business practices. Mr. Tresh explained that this should allow agencies to create their own internal policies to fit business practices.

Mr. Richard stated that it ties back to S2140 - Mobile Device Security Capabilities and shouldn't have a huge impact for implementation. Also, he asked about the process for drafting. Ms. Knox explained that the Enterprise Security Working Group meets the 2<sup>nd</sup> Thursday of each month for review of PSG changes and recommendation on whether to move them forward to ITLC.

**MOTION: Mr. Richard moved to approve ITA Policy P4550 Mobile Device Management as written; Mr. Smith seconded; the motion was approved.**

## MEETING SCHEDULE UPDATES

The next regular meeting scheduled for June 21, 2022, is cancelled and the next ITLC meeting will be held on August 16, 2022.

Discussion followed:

Kristin Bartz, Office of IT Services, remarked on several topics slated for discussion at the next meeting including:

- The Telecom contract update, which is timely, but details can be distributed via email prior to the next scheduled meeting, if needed.
- Agency IT plans typically have a deadline of mid-July, and the guidance will go out mid-May.
- Also, ITS is working with Division of Financial Management (DFM) on guidance to the agencies as regards budget setting for IT purchases and services. The goal for distribution is July 2022 prior to budget deadline.

## OTHER BUSINESS

Mr. Langrell opened the topic of compliance issues related to the upcoming Windows 11 update, specifically mentioning budget constraints and the ability to replace outdated hardware. There was no further discussion.

Ms. Bartz provided an introduction and update regarding Townhall.Idaho.gov. This is a new website that has been launched by the Governor's office in conjunction with the State Controller's office as a comprehensive public meeting platform. All agencies are required to post hearings, meetings and any other information that needs to be publicly available. The items can include calendar, locations with map, virtual links for attending, agenda and minutes when approved. Each agency designates a townhall administrator, who is approved by and has access to update the website, through the State Controller's Office.

## ADJOURN

Chairman Langrell called for a motion to adjourn.

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

The meeting adjourned at 2:12 pm MT. The next meeting is scheduled for August 16, 2022, at 1:30 pm MT.



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Kristin Bartz, Office of IT Services