



Information Technology Executive Council

Regular Meeting of the ITEC Council June 20, 2019 Minutes

The Regular Meeting of the Information Technology Executive Council was held on June 20, 2019 in Rm 166 of the National Guard Nickell Memorial Armory, located at 2722 SW Topeka Blvd., Topeka, KS 66611. This meeting was properly noticed and posted in the Kansas Public Square prior to the meeting. <https://publicsquare.ks.gov/>.

Council Members:

Present unless otherwise noted

Lee Allen, Executive Branch CITO
Kelly O'Brien, Judicial Branch CITO & Chairman **via phone**
Tom Day, Legislative Branch CITO **via phone**
Absent Larry Alley, Senate Ways & Member #1
Tom Hawk, Senate Ways & Means Member #2
Emil Bergquist, House Govt Tech & Security Committee #1
Absent Jeff Pittman HGTS Committee #2
Greg Gann, County Representative
Absent Judy Corzine, Private Sector Representative

Absent Nolan Jones, INK Network Manager
Steve Funk, Board of Regents IT Director
David Marshall, KCJIS
Absent Dr Lee Norman, KDHE, Cabinet Agency Head #1
Absent Duane Goossen, DofA, Cabinet Agency Head #2
Erik Wisner, Non-Cabinet Agency Head #1
Alexandra Blasi, Non-Cabinet Agency Head #2
Mike Mayta, City Representative **via phone**
Eric Davis, CITA (Non-voting) Council Secretary

THIS MEETING IS IN COMPLIANCE WITH
SENATE BILL 56 THAT AMENDED K.S.A. 75-7202.

Public attendees, that signed in.

Cole Robison, OITS
Tom Sparling
Bridget Schneider
Todd Standeford, KSBHA

Shelly Bartron, OITS
Courtney Fitzgerald, OITS
Sara Spinks, OITS
Duncan Friend for INK

John Yeary for DofA Member
Jason Dixon WLPT via phone
Dan Klucas, OITS

OPENING CEREMONIES – CALL TO ORDER

Lee Allen welcomed everyone. He then explained the highlighted areas within the Council Members section above.

- The House Govt Tech & Security committee was dissolved. The successor committees, by statute, provide Representatives to ITEC. Legislation would need to be proposed if it needs to change.
- The INK Board is wanting their new Director to serve on the ITEC in lieu of the Network Manager. We have reached out to the Revisor's office for direction.
- Duane Goossen is no longer the DofA Secretary. Shelly will work with the Appointment office to fill this council seat.

APPROVAL OF AGENDA

Senator Hawk motioned to approve the agenda and second was declared by Erik Wisner. The motion was Approved unanimously.

APPROVAL OF MINUTES

The March 5, 2019 minutes were motioned for approval by Representative Bergquist and Greg Gann declared a second. Motion passed unanimously.

CHAIRMAN COMMENTS - DISCUSSION

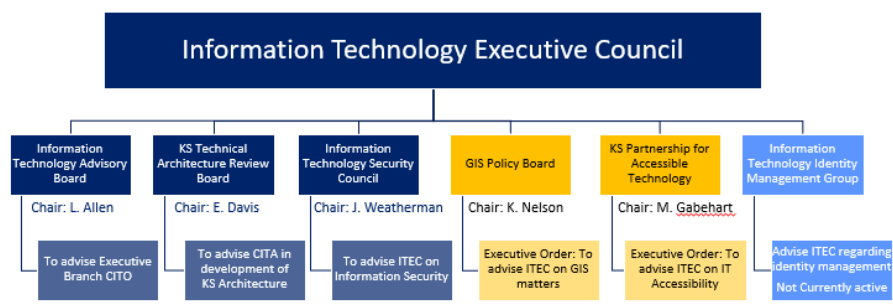
- Lee explained the Transition of the Chairman of the ITEC cycle. The Chairman rotates between the Executive Branch, Judicial Branch and Legislative Branch CITO on an annual cycle. A vote of the new chairperson will be done later in the meeting today.
- Lee provided an update on the last Information Technology Advisory Board meeting. This is an open public board that is chaired by the executive branch CITO and takes place quarterly. It is a resource for the ITEC. This board brings together a wide swath of people both state and public that takes on work that has been identified or assigned by ITEC or the executive branch CITO. This group has a wide range of expertise. Anything along the technical or policy lines can be worked on within this group. An example is multi-factor authentication which is a tool used to firm up security posture.

CITA REPORT - DISCUSSION AND POSSIBLE ACTION

- Sub-committees: Eric Davis explained the various sub-committees' roles, so the council is aware of their resources.
 - Navy blue committee charters exist in ITEC Policy.
 - Yellow committees were created by Executive order
 - Brought to attention that GIS Policy Board has since been established in Statute
 - Light blue is not currently meeting, but the charter exists in ITEC policy.
 - ITIMG would be a means of establishing a common identity management schema for the state. This committee was last used in early 2000. This group could determine a single identity across agencies.
 - Senator Hawk motioned to reestablish the ITIMG, Alexandra Blasi declared a second. All in favor, none against. Motion passed.

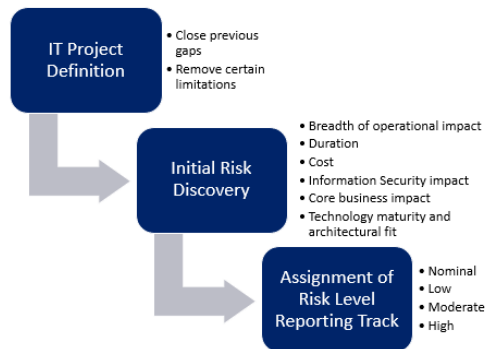
New Action Item #11: Eric is to reestablish the Information Technology Identity Management group.

ITEC Subcommittees



- Eric provided a brief clarification to differentiate ITSC and KISO. KISO does not own the ITSC. They are only a stakeholder of the committee. The KISO is a managed services organization that provides security services to state agencies and its citizens.
- CITA Eric Davis presented a summary of the work taking place by a committee to review and improve the current IT Project monitoring and reporting process as directed by JCIT.
 - The group is made up of members from large agencies, small agencies, security, procurement, regents, small agencies, and non-IT business representation.
 - Eric provided a chart showing what the new proposed KITO process may look like. The proposed process will be evaluated by risk score, not just cost. Eric showed the overall risk score categories that will be fed into an algorithm to come up with a composite risk score.

KITO Process Policy WIP



Questions/Comments:

- Would the proposed process have caught the KDOR project? This new process is self-reporting but is designed to refine 'as needed' to close the gaps. Business policy changes may not be caught during the KITO risk assessment.
- Senator Hawk asked if Regents work with KBOR and OITS when they make changes. Regents follow the KITO process and are signed off
- Who is responsible for notifying cabinet agency heads of the KITO requirement? This is probably the responsibility of the EBIT CITO. Ongoing it will be the responsibility of the CITA. **New Action Item #12** Lee Allen is to ensure all Agency Secretaries are aware of the KITO process.
- KITO reporting is a requirement of all state agencies in all 3 branches of government.
- The proposed changes will have to be staged over time once the definition of an "IT Project" is updated in statute.
- Trying to get stakeholder input as much as possible.
- ITEC will need to approve policies once statute is changed.
- The team is hoping to have this new statute/policy in place by July 1, 2020.
- This is for projects only. Lensed look through fundamental things within projects.
- Agencies must apply common sense approach to the risk of their projects.
- Senator Hawk asked if there will need to be any Rules & Regs updated or new Rules & Regs developed. Will need to look at Rules and Regs for these changes as well. **New Action Item #13** The KITO team is to review Rules & Regs and determine if new R&R are needed or current R&R need to be updated.
- JCIT wants more visibility on projects. They will meet at the end of the summer to get an update on the proposed process.
- Council members want to know if the new process will cause delays in approval. The new process aims to be automated and more streamlined, allowing lower risk projects to be approved quickly due to less hoops.
- How will Fed money that is limited be viewed? The funding source does not impact the total project cost element in documentation.

- Will this proposed process fix the current gaps? Fix means different things to different people. The goal is to require agencies to take a risk-based approach to their projects and be able to identify more prominent projects. This process aims to place the proper level of scrutiny on a project that corresponds with the risk level.
 - Would it be a good idea to tie procurement to the KITO process? This would be ideal and is currently incorporated into the newly proposed process.
- New Action Item #14:** Sara Spinks is to reach out to Sedgwick Co to see how their PMO process is tied to the procurement process.

OTHER BUSINESS:

- Tom Day nominated Kelly O'Brien as the next ITEC Chair. Representative Bergquist declared a second. Motion Passed unanimously.
- Concern from board member Tom Hawk that the board would not meet on a regular basis if not coordinated through the Executive Branch CITO. Per statute, the EB CITO is still responsible for scheduling the meetings and Admin staff will continue as is.

ACTION ITEM REVIEW:

1. Action Item #1 OITS Legislative Liaison (Courtney Fitzgerald) will work with Representative Pittman to draft and present proposed legislation for statutes regarding House membership changes.
Update: This is a work in process and will not be completed until next Legislative session.
2. Action Item #2 David Marshall will locate the KCJIS rules regarding data staying within the US and provide to Sara Spinks.
Update: Completed. Sara Spinks sent out to board. This requirement is included in contracts. This is a universal concern across the state. The providers are aware and want this too.
3. Action Item #3 Greg Gann will provide Sara Spinks with Sedgwick County's 'keeping data inside the US' rules.
Update: Completed.
4. Action Item #4 Sara Spinks will contact Angela Wilson the OITS Contracts and Vendor manager to obtain any verbiage for keeping data inside the US. NOTE: We do have a disclaimer on our contracts regarding data staying within the US.
Update: Completed.
5. Action Item #5 Sara Spinks will collect and distribute 'keeping our data within the US rules' to the board.
Update: Completed.
6. Action Item #6 for Security Council: Motion made to prioritize that we explore what the language for consideration would look like to have the datacenters be required to be located within the United states. 2nd by Greg Gann. All in favor, Motion passed.
Update: The Security Council has not met yet. They are scheduled to meet June 26th.
7. Action Item #7 Greg Gann asked for a resolution to be made by the security council and encouraged the council to consider the risks when making a business case.
Update: The Security Council has not met yet. They are scheduled to meet June 26th.
8. Action Item #8 David Marshall will check if KCJIS has any camera requirements. The Security council was advised by KBI when developing the policy.

Update: Not exactly. David Marshall provided Eric with information indicating this is left to local law enforcement due to cost. ITEC will take a hands-off approach. Senator Hawk asked if there is information showing a difference in how larger vs smaller law enforcement agencies in regard to body cameras. Greg Gann stated that Wichita & Sedgwick County use body cameras. He also stated that in addition to the acquisition of the equipment, the storage is costly. The various types of cameras add complexity as well. Funding is a challenge. Each KHP auto has 5 cameras so these also require a large amount of data storage. Questions: Is this information stored in the cloud or onsite disc storage? What circumstances allow the information captured to be obtained and shared? What is the landscape within Kansas. Has there been Personnel ramifications to work the data? Greg Gann stated there are access points within the Sedgwick county that takes a burden off staff. There are parameters watched which allow the information to be reviewed and shared without getting permission. There is manual intervention as well. Very complex topic.

New Action Item #15: Eric Davis is to reach out to Matt Veatch to get a report on small vs large Law Enforcement landscape regarding camera data/usage. Senator Hawk is requesting a goal to ensure all Kansans are treated fairly. He would like the data available to see if a policy is needing attention during the upcoming legislature.

9. Action Item #9 The board would like to see implementation guidance from OITS/Security Council on steps to ensure Security policy 7230 compliance.

Update: The Security Council has not met yet. They are scheduled to meet June 26th.

10. Action Item #10 If board members want their agency Security Phishing stats, please contact Jeff Maxon.

Update: KDOL & KDOR run regular reports to gather this data, no other agency has contacted Jeff to date.

COMMENTS FROM COUNCIL MEMBERS

Tom Day thanked Lee for taking on chairman and the job he has done over the past year. Senator Hawk agreed.

Lee stated that a lot of ground work was done over the past year. Hopefully we will see the progress in the coming year.

Lee Allen asked Duncan Friend to update the Council on recent events that had transpired at INK. Duncan thanked Lee and said he was not prepared to discuss this at great length today, but he had recently been hired by the Information Network of Kansas Board of Directors as Executive Director. He stated that INK was a public-private partnership that most of the members knew of – it has been in place for almost 30 years. The history of participation on ITEC had been that, for the first few years of ITEC, there had not been an Executive Director, so the INK general manager, essentially the vendor partner working for INK, attended. Then, once an Executive Director was hired in the early 2000's, the Board had passed a resolution that the Executive Director should take the place as a representative of the Board to ITEC since it was the governing body. This had been the case up until late 2015, at which time the Board had gone without an Executive Director for three years – at which time Nolan Jones had provided representation when ITEC began meeting again. So, he was resuming attendance / representation. He closed by stating that he was a big supporter of the state IT governance structure and the work being done here, and also was very glad to see the groups meeting again. He remarked that he had actually attended the very first ITEC, so his occasional input in the meeting today on several items really came from his own familiarity with the history of the state organizations and experience with the group.

COMMENTS FROM THE FLOOR BY THE PUBLIC

NONE

NEW ACTION ITEM REVIEW

11. Eric Davis is to reestablish the ITIMG (Information Technology Identify Management Group).
12. The KITO team is to review Rules & Regs and determine if new R&R are needed or current R&R need to be updated.
13. Sara Spinks is to reach out to SG Co to see how their PMO process ties in the procurement process.
14. Eric Davis is to reach out to Matt Veatch to get a report on small vs large Law Enforcement landscape regarding camera data/usage. Senator Hawk is requesting a goal to ensure all Kansans are treated fairly. He would like the data available to see if a policy is needing attention during the upcoming legislature.

CLOSING REMARKS

NONE

ADJOURNMENT

Adjourned at 2:58 p.m.

Next Council meeting is September 10th at 1:30pm

NOTE: Any individual with a disability may request accommodation in order to participate in committee meetings. Requests for accommodation should be made at least 5 working days in advance of the meeting.

ITEC COUNCIL MEMBERS



Kelly O'Brien, Chairman
Judicial Branch CITO



Lee Allen
Executive Branch CITO



Tom Day
Legislative Branch CITO



Steve Funk
Board of Regents IT Director



Senator Larry Alley
Senate Ways & Means



Senator Tom Hawk
Senate Ways & Means



Representative Emil Bergquist
House Govt Tech & Security



Representative Jeff Pittman
House Govt Tech & Security



Dr Lee Norman, Secretary
Dept of Health & Environment



Vacant, Secretary
Dept of Administration



Erik Wisner
Real Estate Commission



Alexandra Blasi
Board of Pharmacy



Mike Mayta
City of Wichita



Nolan Jones, Manager
INK Network



David Marshall
KS Criminal Justice



Greg Gann
Sedgwick County



Judy Corzine
Private Sector Representative



Eric Davis
CITA/CTO, Council Secretary (Non-Voting)