



## Information Technology Executive Council

### Regular Meeting of the ITEC Council Sept 10, 2019 Minutes

The Regular Meeting of the Information Technology Executive Council was held on September 10, 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/>.

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#### Board Members:

DeAngela Burns-Wallace, Exec Branch CITO & Cabinet Agency Head #1

**Absent** Kelly O'Brien, Judicial Branch CITO & Chairman

Tom Day, Legislative Branch CITO

**Absent** Larry Alley, Senate Ways & Member #1

**Absent** Tom Hawk, Senate Ways & Means Member #2

Emil Bergquist, House Govt Tech & Security Committee #1

**Absent** Jeff Pittman, House Govt Tech & Security Committee #2

Greg Gann, County Representative

Judy Corzine, Private Sector Representative

Duncan Friend, INK Network Manager

Steve Funk, Board of Regents IT Director

David Marshall, KCJIS

**Absent** Lee Norman, Cabinet Agency Head #2

Erik Wisner, Non-Cabinet Agency Head #1

**Absent** Alexandra Blasi, Non-Cabinet Agency Head #2

**By Phone** Mike Mayta, City Representative

Eric Davis CITA/CTO (Non-voting), Board Secretary

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THIS MEETING IS IN COMPLIANCE WITH  
K.S.A. 75-7202.

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#### Public attendees, that signed in.

Cole Robison, OITS

Glen Yancey, KDHE

Travis White, KSBOR

Nolan Jones, egov

Jeff Scannell, DofA/OITS

Samir Arif, DofA

Shelly Bartron, OITS

Courtney Fitzgerald, OITS

Sara Spinks, OITS

Harold Vandeventer, OITS

Adrian Guerrero, KSBN

Kevin Comstock, KSOS

Jeff Maxon, OITS

Rod Blunt, OITS

Ken Nelson, KGS/DASE

Jim Haugh, Commerce

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#### **OPENING/CHAIRMAN COMMENTS:**

Tom Day filled in for chairman Kelly O'Brien.

Everyone was reminded to sign in, then took role call for those joining by phone.

Mike Mayta, John Cahill, Jeff Neal, Ben Errebo, Mark Abraham, Harold Sass attended by phone.

Tom Day Introduced the new EBIT CITO, DeAngela Burns-Wallace.

#### **APPROVAL OF AGENDA**

Action Taken: Moved to approve agenda as written. Unanimously approved.

## **APPROVAL OF MINUTES**

Action Taken: Moved to Approve the June 20, 2019 minutes by Greg Gann, 2<sup>nd</sup> by Emil Bergquist. All approved. Motion carries.

## **INFORMATION TECHNOLOGY ADVISORY BOARD (ITAB) UPDATES/EDUCATION SEGMENT:**

Eric Davis provided an ITAB (Information Technology Advisory Board) update.

- The Executive Branch is working on their 3-year plan.
- KITO graduated another class of Project Managers who were presented with certificates.
- There was one policy update (6401 Email guidelines) that will come before the council during the November meeting.

Eric Davis reviewed Action Items.

AI-1: Open. Work in progress.

AI-6: Close. The Security Council has discussed enhancing policies to require all Kansas data remain within the United States. However, due to the many agencies that this policy affects which have different needs, the council feels this should be a business requirement not a security requirement. Each agency will need to make a business decision to keep datacenters located within the US. Their suggestion was to require this to be a consideration during the contract portion of any project.

AI-7: Close Greg Gann asked for a resolution to be made by the security council and encouraged the council to consider the risks for offshore datacenters when making a business case. This action item is affiliated with action item #6.

AI-9: Close. KISO office has provided information regarding steps to ensure security policy 7230 compliance.

AI-10: Close. Jeff Maxon has provided phishing campaign stats to any agency that requested them.

AI-11: Open. CITA to reestablish the ITIMG (Information Technology Identify Management Group). Will discuss this action item at the November meeting when Senator Hawk is present.

AI-12: Open. Lee sent a memo to agency secretaries. However, DeAngela will be sending follow up memo since she did not receive the memo Lee sent previously.

AI-13: Open. 9/10/19 UPDATE: Sara has searched the K.A.R. site through the Secretary of State and could not find any regulations pertaining to project management or KITO. The policy review team has identified several changes to the statutes that they will recommend at the upcoming ITAB meeting. ITAB's recommended changes will be presented to ITEC in December.

AI-14: Close. Sara met with Greg Gann, Sedgwick County. Greg is the sole project manager for Sedgwick County. Their leadership model for IT projects require Greg's involvement in all IT procurements. While there are no formal, regulatory requirements, there is a directive from the county manager that all procurements will be run like a project and programs are required to work with Greg.

All projects must:

- Create a charter document
- Define the scope – this is a living doc
- Utilize a Technology Review Board (TRB) to review all expenditures over \$500
- In estimating project cost – they assign a set cost based on the position and track all staff cost to the project
- Purchasing
- Require in RFP/contract language that vendor to provide a dedicated PM to work with the county PM
- TRB Approval is required before procurement can begin

- They have a grant manager – all grant applications must be approved by them before they can apply for a grant
- MUST have TRB approval AND prove (sign-off from finance) that they have the appropriate funding BEFORE entering procurement
- Once a project has been approved, the funding is given to IT to run the project – NOT the program

AI-15: CLOSE Eric Davis met with Senator Hawk on Aug 9th to provide Body Camera Footage information for State of Kansas, handout dated August 2019 is attached.

## **PRESENTATIONS - DISCUSSION AND POSSIBLE ACTION**

### 1. ITSC – Internet Acceptable Use Policy 1200

Travis White-KBOR, ITSC Chair

The security council met, drafted and passed a new policy.

- It was discovered that agencies have different needs, so the policy requires each agency craft their own policy and ensure staff review and acknowledge the policy annually.
- There were concerns voiced by council.
  - Some want a blanket policy, due to data crossing agency lines over the network. A suggestion was made to have data sharing agreements between agencies that share data.
  - We are a decentralized organization and need a review process ensuring our data is safe. The ITSC is trying to create an umbrella policy where they can.
  - People are the biggest threat.
  - For agencies that rely on OITS for IT services, would OITS have resources to monitor this? Eric Davis answered, yes.

Jeff Maxon confirmed that the security awareness training can include signed acknowledgement of acceptable use policy is sufficient for the requirement.

Motion by Greg Gann and 2<sup>nd</sup> by Judy Corzine to approve the changes.

Discussion: KISO can amend their cybersecurity training offering to enable this policy. Each agency will need to provide their acceptable use policy to the KISO so they can upload the policy as part of the Cybersecurity training. A campaign can be easily rolled out at any point to address the requirement. Policy will take effect in 3 months. There will be a year to come into compliance.

Question asked if a sample policy could be distributed? Rod says yes.

Will new hires be addressed during onboarding? Is cybersecurity part of the onboarding from DofA? Yes, there is a deadline to complete.

All those in favor, motion carries.

Effective 90 days from today

## **STAFF REPORTS - DISCUSSION AND POSSIBLE ACTION**

CITA update

Eric Davis

See Eric's PP attached

Strategic Planning Process. High level from each agency.

Plans are due Sept 15<sup>th</sup>. Thank you to those that have turned in their plans thus far. Arizona could not send theirs due to legal issues. Should still be able to have items to JCIT in early October.

3-year vs SIM plan - The 3-year plan is a deliverable.

## **COMMENTS FROM BOARD MEMBERS**

SIM Plan is in statute: Adopt

JCIT is taking a closer look at all projects. Very concerned about the 3-year plan to have a better IT in all 3 branches.

**COMMENTS FROM THE FLOOR BY THE PUBLIC**

None

**ACTION ITEM REVIEW**

See above comments.

**CLOSING REMARKS**

**REMINDER For our travelers:** Give your signed expense form to Shelly Bartron before you leave. Thank you.

**ADJOURNMENT**

Time: 2:35pm

**NOTE:**

Again, if you qualify for travel reimbursement, see Shelly Bartron before you leave. Thank you.

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 BOARD MEMBERS



DeAngela Burns Wallace  
Executive Branch CITO  
and Dept of Administration Secretary



Kelly O'Brien, Chairman  
Judicial 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



Representative Jeff Pittman  
House



Lee Norman  
KDHE Secretary



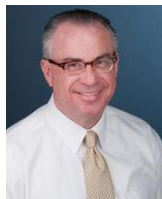
Erik Wisner  
Real Estate Commission



Alexandra Blasi  
Board of Pharmacy



Mike Mayta  
City of Wichita



Duncan Friend, Manager  
INK Network



David Marshall  
KS Criminal Justice



Greg Gann  
Sedgwick County



Judy Corzine  
Private Sector Representative



Eric Davis  
CITA, Non-Voting