



Information Technology Executive Council
Regular Meeting of the ITEC Board

MINUTES

September 14th, 2021

The Regular Meeting of the ITEC Board was held on September 14th, 2021, virtually using Microsoft Teams. This meeting was properly noticed and posted in the Kansas Public Square prior to the meeting. <https://publicsquare.ks.gov/>.

Board Members:

Present unless otherwise noted

DeAngela Burns-Wallace, Executive Branch CITO (chair)
Kelly O'Brien, Judicial Branch CITO
Alan Weis, Legislative Branch CITO & Chairman
Emil Bergquist, House Govt Tech & Security Comm #1
Pam Curtis, House Govt Tech & Security Comm #2
Senator Larry Alley, Senate Ways & Means Comm #1
[Absent]
Senator Jeff Pittman, Senate Ways & Means Comm #2
DeAngela Burns-Wallace, Cabinet Agency Head #1
Amber Schultz, Cabinet Agency Head #2

Erik Wisner, Non-Cabinet Agency Head #1
Eric Norris, Non-Cabinet Agency Head #2
David Marshall, KCJIS
Greg Gann, County Representative
Mike Mayta, City Representative
Duncan Friend, I.N.K. Network Manager

Steve Funk, IT Director
Judy Corzine, Private Sector Representative [Absent]

THIS MEETING IS IN COMPLIANCE WITH
SENATE BILL 56 THAT AMENDED KSA 75-7202.

Public attendees, that signed in.

Abraham, Mark [OITS]	Comstock, Kevin [KSOS]	McAlferty, Mary [OITS]
Adams, James (Guest)	Denning, Allie [DA]	Ramirez, Celena [OITS]
Arif, Samir (DA)	Diel, Tracy [DAFPM]	Reinert, Todd [KCC.]
Bartron, Shelly [DA/OITS]	Fadale, Anthony [DCF]	Robinson, Cole [OITS]
Blubaugh, Anthony [KSBN]	Finney, Vince [OITS]	Salomon, Glen [Guest]
Burns, Hope [OITS]	Gorman, Andrew [KCC.]	Sandberg, Andy [KDOR]
Burton, Megan [KSHS]	Hammons, Susan [OITS]	Sipes, Robert [OITS]
Butler, Daniela [OITS]	Heffel, Tanya [OITS]	Spinks, Sara [OITS]
Cadue, Cheryl [DA]	Holley, Jamie [KHP.]	Walsh, Mary Theresa [Guest]
Cahill, John [Guest]	Johnson, Kelly [KDOL]	Wertzberger, Michele [KSFM]
Calhoun, Vanessa [K.C.C.]	Johnson, Sheila [OITS]	White, Travis [Guest]
Clark, Terri [Guest]	Mandala, Joe [Guest]	Yancey, Glen [KDHE]
Combes, Travis [OITS]	Maxon, Jeff [OITS]	

OPENING CEREMONIES – CALL TO ORDER

Call to Order – Chair CITO DeAngela Burns-Wallace

Roll Call – Celena Ramirez

APPROVAL OF MINUTES

Motion to Approve the Minutes by Greg Gann and seconded by Pam Curtis

Unanimously Approved as written. No amendments.

ADVISORY BOARD UPDATES/EDUCATION SEGMENT:

Welcome Sec. Amber Schultz, Eric Norris, and Mike Mayta

DeAngela Burns-Wallace, CITO-E

Governor Kelly appointed Eric Norris, who is also the state librarian. He represents non-cabinet agencies and replaces Alexandria Blasi with the Board of Pharmacy.

Governor Kelly also appointed Amber Schultz, who is the Secretary for the Department of Labor. She represents the second cabinet member.

Mike Mayta, who represents the City of Wichita, agreed to a second term to serve on the board.

Information Technology Advisory Board (ITAB) Update

DeAngela Burns-Wallace, CITO-E

The last month at ITAB, we spent most of our meeting talking about our 3-year IT Plan due to the legislator on October 1st. We discussed our plans and the approach we are taking this year. Every year we refine these plans so that it reflects the work of the agencies. We also discussed the Cybersecurity task force, which was recently launched. We also have that on the Agenda today.

Action Item Review from June

Susan Hammons, COO

We have two actions items from the June ITEC meeting. Action item #19 has to do with reviewing the ITEC policies with the idea of COOP plans. Also, making sure they are supportive of the remote work just anticipation of future disruptions. They were presented at the March meeting, and additional work has been done since then and was viewed at the June meeting. Also up for review and discussion with a possible vote, today are the 5300 & 5310. The second item is action #24, reviewing the ITEC seats that needed to be refreshed. CITO Burns-Wallace mentioned earlier we do have those taken care of and recommend closing that action item today.

PRESENTATIONS - DISCUSSION AND POSSIBLE ACTION

Policy Series 5000: Contingency Business Planning – Board Discussion

Tracy Diel, Dept of Admin

Draft Policy: 5300 & 5310

We are trying to update what had previously been done. But, unfortunately, there has been a significant time in between currently on the books, either ten years or longer. So secondly, try to take into account the different sizes of different agencies and not try to realize that one size fits all. Would be necessary work but give enough flexibility for smaller agencies versus giving direction.

Mike Mayta asked as the shift in IT becomes quicker and quicker. How do you think it makes sense to review or think about these policies at this level, and to be able to keep them fresh when the underlying tech and processes are changing at a dramatic level. How do you keep them refreshed when that's not all your doing?

CITO Burns-Wallace replied, I think it's essential across our policies and as we go to refresh them. We look at what the policies are supposed to do and what level we give those kinds of guidelines and guard rails without being too specific. So we must be looking at the policies at the right level, and if some are not at the right level, we modify them accordingly.

Sen. Pittman asked whether the new members understand our role in this process where ITAB and ITEC fit in. Are we all up to spend how this process works?

CITO Burns-Wallace replied as new members join the CITA, reach out to each one, and make sure they understand their role. As well as when they accept the role and around the role of this committee and how it interplays with the others.

Erik Wisner replied I think both policies look good. Is there going to be some training or some assistance to be provided similar to COOP plans from the state in general for small or big agencies to develop the business analysis? The same question for the tabletop exercise.

CITO Burns-Wallace replied I know definitely for the tabletop exercise. I know the CISOs office has been instrumental in getting those training and providing some materials.

Mark Abraham replied the information securities officer is hiring a DR planning resource. The intent is to make that resource available to other agencies. Hopefully, we'll see that role facilitate and training for tabletop exercises. We do know that many agencies will need assistance, and we plan on providing that to them.

CITO Kelly O'Brien asked Tracy With COOP Kansas, did you all work together in all of this?

CITO Burns-Wallace replied the short answer is yes, and the idea like you mentioned there wasn't that IT disaster recovery focus there. This helps to strengthen that language to make sure it's incorporated. We are not trying to take over the COOP plan.

Tracy Diel replied from our standpoint, and everybody was the original language was just COOP, as you stated madame Secretary there was no disaster recovery or discussion. Most of the people on the committee had some dealings with COOP in the past. We were focused on trying to make this agile. Meaning-making so that one size fits all wasn't being pushed down on every agency. We are trying to give people flexibility and understanding of their agency, needs, and what they need to accomplish.

Sen. Pittman stated, reviewing the plan with the cybersecurity task force, the security is top mind. I see one mention of security plans inside of the unemployment, insurance, modernization effort committee meetings. There's a huge discussion around security protocols. I see we mention this as a security plan, but it's one sub-bullet. Did the ITAB committee discuss incorporating security more heavily on backup systems than previously discussed before this particular provision goes out on this policy?

CITO Burns-Wallace replied I don't know if we have a good answer there. I'm not sure I'm fully tracking on the only reason I say this is because his policy is coupled with some of the other policies. Because some of what this goes on the terms of this security plans. Some of that is addressed in different places, and other policies as we look at the frame and hardening. So it might be thinking of combining this with other ITEC policies.

Sen. Pittman replied any disaster recovery plans were going to have disaster backups. Ways of accessing a normal system outside the norm. Meaning we have emergency methods that open us up to security concerns. That would include copies of the backup being stored for a particular IT system. There is not a lot of mention of that inside of here. It's been heavily scrutinized in so many different areas disaster areas in terms of disaster backups and the security it holds. That might even open up security processes. I didn't know if this was a topic of discussion in this policy or not.

CITO Burns-Wallace replied Tracy [Diel] or Mark [Abrahams] do you know if that specifically the 6.2.5.9 talks about the security plan. Did you guys dive into what those look like or framed around?

Tracy Diel replied, no, we were reviewing this as agencies have one person versus agencies with thousands of people. We were trying to come up with more of a framework for everybody. Everyone understood security is an issue that the issues with security and a great depth well be dealt with other policies and other directions.

Mark Abrahams replied when we look at security policies and control policies overall from KISO. We are trying to push the list 853 security framework. That has specific measures that talk about backup security and are regularly updated. We are trying to get this to more agencies.

CISO Jeff Maxon replied when we looked at the old version, it was more focused on the continuity of operations. So, therefore, we are trying to change a little bit of the language. To make it more IT-specific and introduce backup pieces.

Sen. Pittman asked if there was a discussion about stress testing or surge capacity planning as part of the disaster program during the ITAB discussion? Did we talk about surge needs?

CISO Jeff Maxon replied, not quite in that sense. Because again that follows in line with main continuity of operations planning. It is more a directive out of the emergency response plan at the state level.

Sen. Pittman replied I challenge that may be in the future, and we look at IT capacities in a surge situation.

CITO Burns- Wallace replied it's not full fledge action item, yet it's more pin for me to let me know that it's a topic we want to come back too. I do think it's broader than this policy.

David Marshall stated Sen. Pittman and I was on the subcommittee we did have a little discussion in 6.2.6. We actually wrote in to have this tested annually. Because I think it was written 3 – 5 years. We decided to put that in there so people can pull this off the shelf and talk through it as a board, commission, agency.

Motion to approve policies 5300 & 5310 by Matt Mayta, seconded by Erik Wisener
Unanimously Approved as Written. No amendments.

Sen. Pittman stated an apostrophe is out of place on 5300 5.3; it says (its') can we fix this on the clerical side?

CITO Burns-Wallace replied, please make sure you capture this on the notes so that we can follow up on it.

IT Project Business-Risk Framework Draft

Daniela Butler, KITO

ITEC 2000 Policy Team identified a gap in the Kansas Project Management Methodology to assess business risk. Based on that gap, an Enterprise Risk Steering Committee has been created as a workgroup to establish a proposal for an Enterprise-wide Business Risk Framework for the state of Kansas. The framework this group is proposing could benefit the state's IT project portfolio by enhancing transparency, promoting an enterprise-wide culture of risk awareness and mitigation, etc. We have drafted these five primary risk categories: strategic,

operational, security & compliance, financial, reputational. Again, this is a draft; this is very much a work in progress, and we are in the comment and testing phase. We recommend any feedback, and we continue to provide updates to ITEC.

Mike Mayta replied with just one point of feedback. I assumed this rolls into a larger picture of your projects. Where you are going to come with a value proposition with risk being one of those component of that value proposition, is that true?

CITO Burns-Wallace replied, yes, remember the whole IT framework. This is just one component of it. The rest of the components don't necessarily go away.

Mike Mayta replied the point is they have to blend. So they have to be considered when considering the whole. So you have to consider the pieces.

Sen. Jeff Pittman replied I'm a bigger supporter of it. But, I want to make sure we are in communication with different folks in the legislator. This framework is only for state-approved this, not for all state-wide. Its really about state agency projects?

CITO Burns-Wallace replied to clarify if we get the change in the legislation and reply to anything that currently falls under IT reporting. It would be under the same jurisdiction of your current IT reporting that you would see in JCIT.

Steve Funk replied I have just a comment that I heard some legislators distrust of the process. I can understand where their coming from, but this is not taking the easy way out. You chose a good way of dealing with the subject. I look at the steering team; if those individuals can't come up with a good workable solution, it probably can't be done. I think the people on there are stellar.

Greg Gann replied when you have distrust. My personal experience is to engage in the parties. So those who are against your cause bring them into your circle, get them heard, and document it. So that they understand you heard, and then invite them into your process. So as the process moves forward, they feel their voices are being heard.

Rep. Pam Curtis replied the one thing we are doing on the legislative side we are doing better on cross-pollinating. You have people on JCIT who are now also on this committee. So just knowing what each other is doing what each other roles play.

Kansas Cybersecurity Task Force

Jeff Maxon, CISO
Mike Mayta, City of Wichita

On July 13th, the Governor signed an executive order from 2021-2025, which established the Kansas Cybersecurity Taskforce. The goal of the task force is to start looking at the whole state approach to Cybersecurity. Since the executive order was signed, we had our first task meeting on August 10th. The task force is scheduled to produce an initial report to the Governor by the part of October. The final report is due in the first part of December. We have 15 members on the task force. In addition, we have representation from the local governments, the legislative branch, and several members of the ITEC committee.

Mike Mayta replied, we all have data; we all have to protect that data; we have to transport it, save it and secure it. At some level, you will find some commonalities across all the things that you do. If we work at that level, there are real opportunities for economies of scale and some integrations and partnerships.

CITO Alan Weis replied since ITEC is the state entity with the statutory authority to adopt IT policies and procedures across all state governments. Is it foreseen that any of these recommendations developed by the task force would be given to ITEC? Or consideration or implementation?

CITO Burns Wallace replied, maybe. There are members of this group that are part of this task force as well as JCIT.

CITO Alan Weis asked you are potentially looking if needed statutory updates; is that correct?

CISO Jeff Maxon replied it could be possible for different recommendations, yes. Also, depending on the nature of the recommendation.

CITO Burns-Wallace replied; please stay tuned. There is a lot of work happening here. Please reach out to Jeff and Mike if you have any ideas or thoughts.

CISO Jeff Maxon replied Allie Denning PIO. All the meetings are recorded and are available for consumption.

STAFF REPORTS - DISCUSSION AND POSSIBLE ACTION

Chief Information Technology Officer Updates

Judicial Branch

Kelly O'Brien, CITO-J

We are currently in the process of replacing our state-wide court case management system. We are moving from a distributed environment to a centralized environment. The vendor we selected was Tyler Technologies. We have installed the software in 28 courts, but we have paused on the project for right now. However, we are not pausing this project because we are unhappy with the software or how it works at the court level. Our level of dissatisfaction is the ability to have people access the data from the outside who are not court employees. Or the ability for us to provide the data out to our stakeholders or the public. It has not been acceptable to us. It was decided a few months ago to pause and not install the software in any other courts. Until these issues were fixed. We also have stopped paying Tyler Technologies. Until these issues are resolved, we are not moving forward.

Executive Branch

DeAngela Burns-Wallace, CITO-E

We have been busy supporting agencies who have returned to remote work or hybrid work. We are very excited to move our final pieces out of the data center out of the Landon Building. I want to welcome Susan Hammons, who is our new Chief Operation Officer excited to have her. She joined OITS about a month ago. Also new to our team is Tanya Heffel, who is our new CTO. The third new member of our team Sheila Johnson is our new Chief Experience Officer. Who will be focusing on client services, the customer service experience, and our delivery to state agencies cabinet and non-cabinet.

Legislative Branch

Alan Weis, CITO-LG

The redistricting process has started that will continue through the 2022 legislative session. The legislative house and senate redistricting committees conducted town hall meetings from August 9 – 13. It was held across the state in fourteen cities. In addition, we have implemented new voting boards in the house with video capabilities.

CISO Update

Jeff Maxon, CISO

I was reading a report it reported that agencies would see an increase in the sophistication of phishing attacks. The ability to identify is becoming harder. Because the adversaries are starting to use some of those AI-generated language tools. We've become accustomed to google and amazon for translation. Those misspellings and outplaced words are

going to be harder to find. They are going to start to look more and more real. We at the executive branch will continue to stay intuned and make sure we communicate accordingly.

CITO Kelly O'Brien asked CISO Jeff Maxon do we have a new security person over there?

CISO Jeff Maxon replied yes.

CITO Kelly O'Brien replied I would like for him to get to know your group. Do you guys ever do that?

CISO Jeff Maxon replied, if we're made aware, absolutely. We are trying to make some rounds to all the agencies. So we can remind people who we are and what we have to offer, and how we can help them.

COMMENTS FROM BOARD MEMBERS

None

CLOSING REMARKS

New Action Item Review

Susan Hammons

There is no new action item. CITO Burns Wallace stated, don't hesitate to reach out to us. We are constantly pulling information and can add things accordingly.

ADJOURNMENT

Adjourned at 3:28 p.m.

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 BOARD MEMBERS



Alan Weis, Chairman
Legislative Branch CITO



DeAngela Burns-Wallace
Executive Branch CITO



Kelly O'Brien
Judicial Branch CITO



Steve Funk
Board of Regents IT Director



Senator Larry Alley
Senate Ways & Means



Eric Norris
State Librarian



Representative Emil Bergquist
House Govt Tech & Security



Representative Jeff Pittman
House Govt Tech & Security



Dr Lee Norman, Secretary
Dept of Health & Environment



DeAngela Burns-Wallace, Secretary
Dept of Administration



Erik Wisner
Real Estate Commission



Senator Pam Curtis
House Govt Tech & Security



Mike Mayta
City of Wichita



Duncan Friend, Manager
INK. Network



David Marshall
KS Criminal Justice



Greg Gann
Sedgwick County



Judy Corzine
Private Sector Representative



Amber Schultz
Kansas Department of Labor