



## Information Technology Executive Council

### Regular Meeting of the ITEC Board September 18, 2018 @ 1:30pm Minutes

The Regular Meeting of the ITEC Board was held on September 18, 2018 in Rm 582-N in the Kansas State Capitol, located at 300 S.W. 10<sup>th</sup> St., Topeka, KS 66612. 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:**

Present unless otherwise noted

Lee Allen, Executive Branch CITO & Chairman  
Kelly O'Brien, Judicial Branch CITO  
Tom Day, Legislative Branch CITO  
Rick Billinger, Senate Ways & Means Member #1 (**absent**)  
Tom Hawk, Senate Ways & Means Member #2  
Emil Bergquist, House Govt Tech & Security Committee #1  
Jeff Pittman House Govt Tech & Security Committee #2  
Greg Gann, County Representative  
Vacant, Private Sector Representative

Nolan Jones, INK Network Manager  
Steve Funk, Board of Regents IT Director  
David Marshall, KCJIS  
Sam Williams, KDOR, Cabinet Agency Head #1  
Sarah Shipman, Dept of Admin, Cabinet Agency Head #2  
Erik Wisner, Non-Cabinet Agency Head #1  
Alexandra Blasi, Non-Cabinet Agency Head #2  
Mike Mayta, City Representative (**by phone**)  
Vacant, CITA (Non-voting) Board Secretary

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

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#### **Public attendees, that signed in.**

Cole Robison, OITS  
Rod Blunt, OITS  
Kelly Johnson, KHP  
Todd Standeford, KSBHA

James Adams, KIC  
Alan Weis, Leg Branch  
Todd Eubanks, Workday  
Donna Shelite, OITS

Shelly Bartron, OITS  
Courtney Fitzgerald, OITS  
Sara Spinks, OITS

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#### **OPENING CEREMONIES – CALL TO ORDER**

Chair Lee Allen called the meeting to order at 1:30 p. m.  
Each Board member present introduced themselves.

#### **APPROVAL OF AGENDA**

Approved as written. No amendments or added agenda items.

#### **APPROVAL OF MINUTES**

Not Applicable for 9/18 meeting.

## **CHAIRMAN COMMENTS - DISCUSSION**

Lee Allen stated that as Executive Branch CITO he will schedule/hold meetings as required by statute but will rely on Board Members to assist with topics, discussion and overall decisions for Kansas technology polices.

Board members provided their suggestions of what board member roles should be and what they feel the board should concentrate on.

- Create a clear IT vision and set security standards for all branches to adhere to.
- Technological solutions for outlying locations.
- Consolidate and roadmap for 2, 5 10 years so all agencies and boards can plan better.
- Make changes to policy that makes sense.
- Ensure all technical aspects are covered when policies are updated.
- Expand the scope and think differently as we progress to do things more efficiently.
- Need to leverage and have a funding platform so we can leverage everyone's resources. Especially across branches where it makes sense.
- Keep in mind how polices trickle down to small agencies and municipalities.
- Remember that it is not always the technical pieces, it is human as well such as social engineering.
- Determine how these policies will be enforced.
- Determine how we will be audited to ensure agencies comply to these policies.
- Remember that we lose public trust if we fail.

Lee explained that the Information Technology Advisory Board (ITAB) has met a few times this year and at this time, the committees consist of EBIT staff. If anyone would like to assist with policy updates, contact Sarah Spinks and she will get you in touch with other committee members (policies attached).

Governance – ITEC is the governing board. ITEC can give policy assignments to ITAB to develop documents. ITAB will provide documents to ITEC to vote and implement. The ITAB functions as a technical resource to the Information Technology Executive Council (ITEC) and the Executive Branch Chief Information Technology Officer. ITAB's primary role is to propose plans and policies to ITEC for review and, potentially, implementation into policy.

Lee appreciated everyone's input and the understanding of what this board can do. Lee will be reaching out to small boards and commissions next week. He understands and takes his role as EBIT CITO very seriously. It is the EBCITO that is responsible for maintaining policy updates via the Kansas Information Technology Office (KITO).

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

- 1. ITEC Policy 1210 Accessibility Program Presenter: Cole Robison, State Director of IT Accessibility**  
Cole Robison provided the board with a PowerPoint presentation explaining what the policy encompasses and the history of Policy 1210, which included legal risks. (PP attached) He presented updates that are necessary to keep Kansas in compliance with Web Content Accessibility Guidelines (W3C). The Kansas Partnership for Accessible Technology (KPAT) is a standing advisory committee to the ITEC which is a board that is appointed by the Governor as a result of Executive Order 08-12.

Cole's proposal is to adopt revised Section 508 standards which simplifies and completes alignment with W3C & Federal standards. This will reduce confusion and allow Kansas standards to refer to standards that are not obsolete.

The board discussed back office vs public-facing applications. Cole advised that both are expected to comply, however, the intent of this policy is to require any new applications or major new pieces that are developed be in compliance with Accessibility standards. Cole also mentioned that there are clauses for undue burden analysis if there is not an existing option to meet the requirement. It won't shut down a project, but the policy is in place to provide standards for all to comply with.

Compliance monitoring, compliance rate and extra costs associated were discussed. Cole added that the standards are in place as guidelines and should be considered when new development is done. He also stated that a rate is arbitrary due to how things are stored. If a compliance rate is lower than mid 90 score, he reaches out to assist with the technical assessment. There is not an enforcement mechanism currently.

Board members comments included:

- A lot of this is just best practices and ultimately these are good practices all the way around.
- If we do not have formal audits conducted, is there a resource where a rate can be paid so an audit can be completed?
- This is a good model to follow
- OITS needs to have the responsibility to inform agencies that there are tools available to conduct an audit.
- This policy is in-line with other changes that are being made within OITS
- This would need to be voted on at the Dec 11<sup>th</sup> meeting.

Other questions/comments:

- Is there a mechanism in place to discuss this policy prior to the Dec 11 meeting?
- Is it possible to discuss utilizing SKYPE or by email?
- Open meeting polices for governing compliance won't allow discussion by email.
- The policy can be sent out to everyone, but you cannot respond to all and start a discussion. The comments can be compiled by OITS staff and then sent out to all.
- What did we do to change and improve policy when this board did not meet for two years?
- If there is a policy that needs to be changed, can agencies make temporary changes to avoid problems?
- Could a Rules & Regulation be an option to keep from any liability?
- Policies are a standard which the CITO is responsible for.
- It was suggested to set a deadline to provide comments to Cole, so we are ready to review and possibly vote on this policy.

Sara Spinks will ensure that board members receive copies of the 'marked up' policy showing the proposed changes. Note: Sara sent this information by email on 9/20 at 3:05 pm.

#### **KISO OFFICE UPDATE (Kansas Information Security Office)**

Rod Blunt, CISO

- Lee announced that Rod Blunt was recently promoted to serve as the Chief Information Security Officer (CISO)
- Rod explained what the Cybersecurity Act (SB56) means for Kansas and the role of the Information Technology Security Council (ITSC), which is a sub-committee of ITEC.
- Since the passing of the legislation, the KISO has been developing guides and reporting protocols. As resources are completed, they will be made available on the KISO website. Their hope is that all state government entities exempted from the provisions of this bill leverage these resources and decide to participate.

- These guidelines relate to the strategic plan to provide resources to our partners in cities and counties; strive to better communicate and collaborate to effectively respond to common cyber threats.
- Rod provided background of IT Security policies (7300 Series) that were crafted in the 1900s and the updates that took place throughout the years until 2015 when the council no longer met.
- The ITSC has been resurrected and has a new Chair, Vice Chair and a policy subcommittee to immediately address compliance gaps in the State Security Standards document.
- The council is hoping to have a draft recommendation for ITEC review by the December meeting.
- It was suggested that Rod's team work with other branches and KCJIS staff while working through security policy updates. Rod explained that in the past, his office focused on the Executive Branch while other branches have their own security policies in place.
- The ITSC is made up of staff from the below organizations:  
KISO, Adjutant General, Dept of Admin, Dept of Ag, Attorney General, Dept of Corrections, Dept of Health & Environment, KBI, Judicial Branch, Legislative Branch, Dept of Revenue, Dept of Transportation, Dept of Education, Dept of Children & Families, Dept of Aging, KSU, KU, KUMC, Board of Regents, Assn of Gov Mgmt Sciences, LPA, INK. Empty seats: Adjutant General, Judicial Branch & GMIS.
- Question was asked if there is a need for Rules & Reg needs to help with Security.
  - Rod responded that they have not used Rules & Regs in the past.
  - Comment that policies come from the ITEC Board, but policies are not governed by R&R
  - Suggestion was made to contact Legislative Research to see if these policies need to be presented to Rules & Regs Committee. Sara Spinks will follow-up with Legislative Research to inquire.
- Rod provided contact information for management within the KISO office.

KISO (Kansas Information Security Office)  
785.296.0814  
KISO@ks.gov  
oits.ks.gov/info-security

Jeff Maxon  
Information Assurance Manager  
Jeff.Maxon@ks.gov

Rod Blunt  
Chief Information Security Officer  
Rodney.Blunt@ks.gov

Mark Abraham  
Information Security Manager  
Mark.Abraham@ks.gov

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

Not Applicable

#### **COMMENTS FROM BOARD MEMBERS**

None

#### **COMMENTS FROM THE FLOOR BY THE PUBLIC**

Not Applicable

#### **CLOSING REMARKS**

- Next scheduled ITEC Board meeting is December 11, 2018 in Rm 582-N of the State Capitol
- Future Meetings will be held at 2722 SW Topeka Blvd, Topeka, KS (KS National Guard Armory)
- If you qualify for travel reimbursement, see Shelly Bartron before you leave. Thank you
- If you have Agenda items that you would like added, please send to [Shelly.Bartron@ks.gov](mailto:Shelly.Bartron@ks.gov) at least 3 days prior to each meeting. Thank you.

#### **ADJOURNMENT**

Adjourned at 3:02 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



Lee Allen, Chairman  
Executive Branch CITO



Kelly O'Brien  
Judicial Branch CITO



Tom Day  
Legislative Branch CITO



Steve Funk  
Board of Regents IT Director



Senator Rick Billinger  
Senate Ways & Means



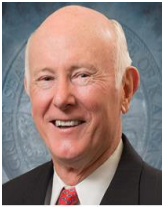
Senator Tom Hawk  
Senate Ways & Means



Representative Emil Bergquist  
House Govt Tech & Security



Representative Jeff Pittman  
House Govt Tech & Security



Sam Williams, Secretary  
Dept of Revenue



Sarah Shipman, 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

## VACANT BOARD SEATS



Vacant  
Private Sector Representative



Vacant  
CITA, Board Secretary (Non-Voting)