



Information Technology Executive Council

Regular Meeting of the ITEC December 10, 2019 Minutes

The Regular Meeting of the Information Technology Executive Council was held on December 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/>.

Board Members:

Kelly O'Brien, Judicial Branch CITO, Chairman
DeAngela Burns-Wallace, Exec Branch CITO & Cabinet Agency Head #1
Alan Weis, Legislative Branch CITO
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
Lee Norman, Cabinet Agency Head #2
Erik Wisner, Non-Cabinet Agency Head #1
Alexandra Blasi, Non-Cabinet Agency Head #2
By Phone Mike Mayta, City Representative
Vacant CITA/CTO (Non-voting), Board Secretary

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

Public attendees, that signed in.

Cole Robison, OITS KITO
Todd Reinert, KCC
Travis White, KSBOR
Samir Arif, DofA
Lee Post, WWT

Shelly Bartron, DofA
Courtney Fitzgerald, OITS
Sara Spinks, OITS KITO
Mary Walsh, KU
Donnita Thomas, OITS KITO

Stacy Mill, OITS
Michael Troxell, BIDS
Rod Blunt, OITS
Ken Nelson, KGS/DASE

OPENING/CHAIRMAN COMMENTS:

Kelly O'Brien, Chairman, welcomed everyone to the meeting.
Everyone was reminded to sign in, then took role call for those joining by phone.

Alan Weis replaced Tom Day as the Legislative CITO.

APPROVAL OF AGENDA

Action Taken: Approved modified agenda, motioned by Emil Bergquist, 2nd by DeAngela Burns-Wallace, Unanimously Approved with modification of previous meeting dates for both minutes and Action Item log.

APPROVAL OF MINUTES

Action Taken: Moved to Approve the September 18, 2019 minutes by Emil Bergquist, 2nd by DeAngela Burns-Wallace. All approved. Motion carries.

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

DeAngela Burns-Wallace provided an update from the November 19, 2019 ITAB meeting. She stated that there was a lot of discussion regarding the proposed changes to the KITO process. She will be presenting draft recommendations later in the agenda.

ACTION ITEM LOG REVIEW

Shelly Bartron reviewed Action Items.

AI-1: Open. Representative Pittman will be drafting proposed legislation for statutes regarding House membership changes to the ITEC Board.

AI-11: Open. CITA to reestablish the ITIMG (Information Technology Identify Management Group). Ownership of this Action Item is being changed to DeAngela Burns-Wallace.

AI-12: Close. DeAngela Burns-Wallace sent a memo to Executive Branch agency secretaries ensuring they are aware of the KITO process.

AI-13: Close. Sara Reported that there are no Rules & Regulations that apply to the Project Management (KITO) process.

PRESENTATIONS - DISCUSSION AND POSSIBLE ACTION

Presentation of Updated ITEC Policy 7300

Travis White, ITSC Chair

Information Technology Security Council Charter

Discussed membership & expanded voting mechanism for changes, responsibilities of chair and vice chair, and representation from other agencies. This policy makes the ITSC chair responsible for maintaining at least 4 non-cabinet members.

Concerns:

- Will there be too many voting members? The intention is to have representation from across all branches.
- Is there a term associated for the four non-cabinet members? No, these members will be on team until they are removed or choose to leave the committee.
- If put on the team, are members required to attend if their agency has selected them to be a member? It is the intention that if a member is added to the team, they become an active participative member.

Recommendation to approve Policy 7300.

Motion for approval by Greg Gann, 2nd by David Marshall, no discussion. Passes in favor unanimously.

Presentation of Updated ITEC Policy 6100

Ken Nelson, State GIS Coordinator

GIS Metadata Policy

Ken explained revisions to proposed Policy 6100. The last update to this policy was April 2007. Original policy was written to provide a geospatial data documentation standard. The federal metadata standard (Federal Geographic Data Committee (FGDC's Content Standard for Digital Geospatial Metadata) was adopted. Starting to transition to an ISO 19115 2003; and waiting for ISO 19115 2015 to be adopted by FGDC. Adoption of ISO across midwestern states is mixed. Ken provided a survey of regional practices and an example of the GAP Analysis Program Raster.

Kelly O'Brien asked if any of the changes stand out? No and explained raster data dictionary changes. In terms of content, very little change. Educating users on how new standards are supported.

Senator Alley asked who uses this data. Ken provided a few agencies that use the data; Education, some local governments, GIS Depts and they host a mapping application from KDOR.

Senator Alley asked if there is any cost to local government? Only cost would be to eventually Twilight the older format and staff time to migrate to the new format. ESRI software supports the new metadata standards and DASC will coordinate a training program.

Greg commented that they are using this in Sedgwick County.

It was pointed out that there are references that need to be updated within this proposal. The references are made to legislative bills within the 2011 & 2012 sessions and needs to be references to Kansas statutes.

Was HB2175, Now statute: 74-99 (F) 01 thru 09

Edit the numbers to be consecutive, draft skips a number

****New Action Item #16:** Ken will make the edits to proposed policy to reference statutes instead of legislative bills. The proposed language can be brought to next ITEC meeting for a vote.

Presentation of Proposed changes to ITEC Policy 2000 Series

DeAngela Burns-Wallace, EBIT CITO

A team was formed 18 months ago to review ITEC policy 2000 series. The team is comprised of staff from many state agencies. The team has been tasked with creating a more comprehensive risk-based approach to Project Oversight that will encompass all aspects of monitoring. The team introduced a proposed draft of the new process to the Information Technology Advisory Board (ITAB) to begin discussion. The team is hoping to receive feedback from both ITAB and ITEC members to ensure this process is a policy that provides valuable information and reporting of IT projects within the State of Kansas. The team is committed to not rushing so they ensure risks are identified and mechanisms are in place to track IT projects for an overall transparency of IT spend. The team is wanting to get consensus from the ITEC to continue moving in the risk-based approach direction. The team is hoping for a June 2021 implementation date.

Next Steps:

- Present to JCIT at next meeting (12/10/19)
- Sponsored Legislation
- Continue policy research and development
- Procedure Development
- Focus Groups & Testing
- Automation Tool
- Training
- Launch July 2021

Comments and Concerns:

- Extra reporting for agencies that have never had to report.
- Agencies are concerned they do not have staff to handle to extra reporting.
- Concerned that small purchases will be delayed. Response: If purchase is under \$5,000 purchasing then not reportable.
- Obrien asked why do this now? Response: The reality is that project reporting as a process that is reported quarterly to JCIT.
- Need to watch the definition from being too broad. Need to take into account the projects that are small. Obrien agrees that the definition of a project needs to be reviewed to not include nominal IT related projects. The goal is an overall sense to a broader transparency for IT spend.

- We don't want project creep due to the new process. The questions from JCIT was about IT reporting but mainly focused on IT spend. We do not want the new process to morph into an all IT spend.
- Concerned about the cost added to projects that would be due to the KITO reporting process under new process. Response: We are trying to build something that works for Cabinet, non-cabinet and regents' agencies.
- Duncan Friend: There needs to be a real emphasis of the variety on how agencies are budgeted. Some have IT budget, and some don't.
- Alexandra Blasi: Goals are fantastic. Potential problems: Federal spending may be an issue. Short project timeframe and limited spending time for some grants. Non IT people may not be able to answer the questions to determine project route without knowing technical language.
- Service contracts will need to be addressed on what is reportable.
- KBOR CIO: We have the same hopes to get away from money threshold. Have same hopes to go to a risk-based monitoring. Difficult process to do.
- CIOs at universities have fears of delays. Response: If a nominal risk there would be an automatic approval that may be generated.
- Need to determine unintended consequences to agencies.

Questions:

- Erik Wisner: How does this new process relate to procurement process?
DeAngela: We have engaged procurement process to ensure there will not be delays. Current KITO project has a procurement component.
- Erik Wisner: Some agencies contract with other Agencies for IT work. How will new process be used for these types of projects. Sara Spinks: Will review and have agencies go thru process using above scenarios to see how this plays out.
- Senator Alley: Who makes the decision on whether a project is done or not? Response: DeAngela answered it is still reported through branch CIOs and then through JCIT. The intent is not to have agencies ask for permission to purchase equipment, it is to make sure agencies are planning out their project to mitigate any risks to the state.
- Senator Alley: Risk factors are good. Why did they put the \$250,000 amount in the statute in the first place? Response: Back then most costs were development projects, so larger projects were over the \$250,000, and would require monitoring. The current process would not capture agencies that use vendors that recoup cost thru application which have no upfront cost to the agency. This new process will allow us to get a better view of all projects.
- Obrien: HIPPA, PIA – Maintenance Costs – how does that work? Response: Sara Spinks answered that maintenance costs does not fit within the definition if just maintenance, but if it is a refresh it may qualify.

DeAngela Burns-Wallace:

Our plan is that once we develop the system, we use test cases to show how projects move through the project reporting process. We feel that this will be a more flexible system and may be less reporting depending on the business risk. The weighting document is currently a draft that will be shared with ITEC members soon. Many spaces use this type of reporting. Some regents are already doing this or similar reporting. This is not a new process just new to state government. We need to look at how we provide better services and support to non-cabinet agencies. In the next year, DeAngela wants to be in a better place when describing overall project monitoring. This process has real value for the state. DeAngela recommends that everyone review this introduced process as food for thought.

STAFF REPORTS - DISCUSSION AND POSSIBLE ACTION

None

COMMENTS FROM BOARD MEMBERS

- DeAngela Burns-Wallace announced that ITEC meetings will take place at the Judicial Center. There will be additional information to come regarding exact location.
- Alan Weis looks forward to working with everyone.
- O'Brien wants feedback on conducting this meeting.

COMMENTS FROM THE FLOOR BY THE PUBLIC

None

NEW ACTION ITEM REVIEW

Added AI#16: Ken Nelson will update proposed Metadata policy 6100 to use statute references in lieu of legislative bills.

CLOSING REMARKS

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

ADJOURNMENT

Time: 3:15pm

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



DeAngela Burns Wallace
Executive Branch CITO
and Dept of Administration Secretary



Kelly O'Brien, Chairman
Judicial Branch CITO



Alan Weis
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 of Representatives



Representative Jeff Pittman
House of Representatives



Lee Norman
KDHE Secretary



Erik Wisner
Real Estate Commission



Alexandra Blasi
Board of Pharmacy



Mike Mayta
City of Wichita



Duncan Friend, Manager
INK Network



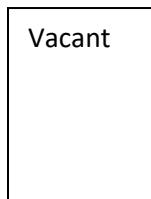
David Marshall
KS Criminal Justice



Greg Gann
Sedgwick County



Judy Corzine
Private Sector Representative



CITA, Non-Voting