Minutes

The Regular Meeting of the ITEC Board was held on March 10, 2020 in Rm 1 of the Judicial Center, located at 301 S.W. 10th St., Topeka, KS 66612. 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	Duncan Friend, INK Network Manager - Absent
Kelly O'Brien, Judicial Branch CITO & Chairman	**Steve Funk, Board of Regents IT Director**
Alan Weis, Legislative Branch CITO	**David Marshall, KCJIS**
Larry Alley, Senate Ways & Member #1 - Absent	Dr Lee Norman, KDHE, Cabinet Agency Head #1 - Absent
Tom Hawk, Senate Ways & Means Member #2	**DeAngela Burns-Wallace, Dept of Admin, Cabinet Agency Head #2**
Emil Bergquist, House Govt Tech & Security Committee #1	**Erik Wisner, Non-Cabinet Agency Head #1**
Jeff Pittman House Govt Tech & Security Committee #2	Alexandra Blasi, Non-Cabinet Agency Head #2 - Absent
Greg Gann, County Representative	**Mike Mayta, City Representative – via phone**
Judy Corzine, Private Sector Representative	Vacant, CITA (Non-voting) Board Secretary

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

Public attendees, that signed in/announced themselves on the phone.

Ken Nelson, KGS/DASC	Matt Veatch, KSHS	Shelly Bartron, OITS
Sara Spinks, OITS	Ethan Anderson, KSHS	Courtney Fitzgerald, OITS
John Crowl, Fortinet	Megan Rohleder, KSHS	Andrew Higgins, KSDE
Todd Standeford, KSBHA	Travis White, KBOR	Suzie Schmitz, Pay It
Stacy Mill, OITS Deputy CITO	Tom Sparling, KSFM	Kami Cusick, DofA
Jake Wareham, KIC	Glen Salomon, SAU.Gov	Denise Grau, KCC

Attendees via phone.

Glen Yancey, KDHE	David Miller, WSU	Adrian Guerrero, BON	Linda Scott KID
Andy Sandberg, KDOR	Mike Mayta, Wichita	Bob Doane, KDHE	Katrin Osterhaus, LPA

WELCOME / CHAIRMAN COMMENTS:

Kelly O'Brien welcomed everyone and asked for those on the phone to announce themselves.

APPROVAL OF AGENDA

Approved as written. No amendments or added agenda items.
Motioned by Greg Gann, seconded by David Marshall, no discussion, all in favor. Approved as written.

APPROVAL OF MINUTES

Motion made by DeAngela Burns-Wallace to approve the minutes, seconded by Steve Funk, no discussion, all in favor. Approved as written.

ADVISORY BOARD UPDATES/EDUCATION SEGMENT:

ITAB Update by DeAngela Burns-Wallace
- Reviewed Guidelines for Policy # 6401
- Brief update on 2000 – Reporting update

ACTION ITEM LOG:

AI-1: OITS Legislative Liaison (Courtney Fitzgerald) will work with Representative Pittman to draft and present proposed legislation for statutes regarding House membership changes.
3/10/20: There has been no movement on this Action item. This will get cleaned up in statutes.

AI-11: DeAngela Burns-Wallace is to re-establish the ITIMG (Information Technology Identify Management Group).
3/10/20: There has been no movement on this Action Item. There has been no capacity to move on our side.

AI-16: Update ITEC Policy 6100-GIS Metadata Policy from bill numbers to statute numbers.
3/10/20: Updates were made, and Council approved to adopt the updated policy/standards. CLOSED

PRESENTATIONS - DISCUSSION AND POSSIBLE ACTION

ITEC Policy 6100 GIS Metadata Policy: Ken Nelson

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. See attached draft of new standards in the meeting materials.

Question: Kelly O'Brien – Will any new applications be required to use the new GIS policy?
Answer: At this time both formats will be allowed but will be educating users on the updated standards hoping to change the behavior of users so that everyone uses the updated policy.

Question: What do most people think of these changes?
Answer: Nobody gets too excited to create metadata. When the FGDC CSDGM standard was adopted, we had to get out and educate users on how to build metadata to the standard. Most practitioners have more work that they can handle so we will educate as we go. The documentation that is being used now is good. We just need to be more proactive about the migration to the ISO standard, and encourage and help users get there.

Greg Gann motioned to transition to new ISO standard, Judy Corzine seconded. All in favor, none opposed. Motion carries.

EMAIL GUIDELINES 6401, Matt Veatch, State Historical Society

Members of Task Force: Matt Veatch, Travis Combes, Brian Cross, Laura Graham, Ryan Leimkuehler, Lisa Mendoza, Philip Michael, Tanner Asbury, Julie Niehues, Megan Rohleder, Jennifer Scriven, Brenda Younger

The task force is working to revise ITEC Guideline 6401 to reflect contemporary email records management best practices and to secure the approval of the ITEC and State Records Board for the updated guidelines.

Matt provided an overview of the work his team has prepared to update the 18-year-old guidelines. A PowerPoint of the changes is included in the meeting materials.

Question: Representative Pittman: What is the significance of the three categories of Capstone accounts?
Answer: Mr. Veatch: They signify that policy and decision making can be made at different levels within a government organization.

Question: Representative Pittman: Are text messages and other media forms covered in these guidelines or in a separate policy?
Answer: Mr. Veatch: There is no specific guidance on other media within these guidelines; however, text messages are included in current records retention and disposition schedules

Question: Senator Hawk: Who decides whether or not an agency uses Capstone? Who would make this decision for the legislative branch? Are there reasons for an agency to choose not to use a Capstone approach? Being too busy obviously cannot be a valid reason.
Answer: Mr. Veatch: The agency records officer has some influence, but ultimately the decision is made by the head of the agency. For the legislative branch, the Legislative Coordinating Council would be responsible for making the decision to use Capstone.
DeAngela Burns-Wallace and Kelly O'Brien: Some agencies may not want to use Capstone if they follow federal records management guidelines or other forms of record management, or they may not be required by the statutes that govern the Kansas Open Records Act (KORA).

Question: Kelly O'Brien: If an agency decided to move to a Capstone approach, are they responsible for managing permanent email records?
Answer: Mr. Veatch: If state government agencies want to send Capstone email accounts to the Historical Society, the State Archives has the capacity to handle the records. Local government entities are responsible for managing their Capstone email accounts.

Question: Representative Pittman stated that in section 6.6.1 there is a callout to a specific vendor (O365) and questioned whether this might need to be more generic.
Answer: Mr. Veatch: Currently, Microsoft Office 365 is the single email solution for state executive branch cabinet agencies, thus the specific guidance on that product. Mr. Veatch agreed to revise the 6.6.1 language to be more generic, and to move the specific Office 365 guidance to an appendix to make it easier to keep Guideline 6401 up to date.

Question: Representative Pittman: Do these guidelines cover deleted messages and messages contained in a user's junk mail folder? Are such emails also part of a Capstone account?
Answer: Mr. Veatch: We will consult our legal counsel representatives on this topic and revise the guidelines to address it. Capstone account holders are encouraged to actively manage their email records in accordance with retention requirements during their tenure in a Capstone position. Rep. Pittman suggested the guidelines include guidance on deleted emails E-discovery touches on similar items but does not specifically mention deleted emails.

Steve Funk: Would like to keep email and retention schedules separated to keep things cleaner.

ITEC is postponing action on this item until the next meeting. Mr. Veatch asked for guidance from committee members regarding specific revisions that should be made to the guidelines. Committee members reiterated the suggestions to remove specific Office 365 language from the text of Guideline 6401 and to consider revisions to address deleted emails. Mr. Veatch will call a meeting of his team to discuss potential revisions. Edits will be circulated through Sara Spinks to get additional feedback.

STAFF REPORTS – DISCUSSION AND POSSIBLE ACTION:

Legislative Update by Samir Arif:
Overview of Legislation given.

After working with Alan Weis and members of JCIT, SB 57 will not be pushed this year. As an alternative, SB 418 will be heard in Ways and Means on Wednesday. This bill would require JCIT to meet once per month. The thought behind this bill is that members of the legislature would be able to have more frequent and more robust discussion around IT projects.

HB 2716, edits to the Cybersecurity Act is sitting in Approps. Samir spoke with a few members, and they indicated it would likely get worked next week, once budgets are done.

The JCIT organizational meeting will be held on Wednesday, and the chairmanship will go to the Senate.

DeAngela Burns-Wallace and Rod Blunt from the KISO office will be presenting to the LPA committee in response to the LPA's report on cybersecurity vulnerabilities at the state level.

Digital Summit by Courtney Fitzgerald
Kansas will be partnering with Gov Tech Magazine to host the first ever Kansas Digital Government Summit on August 26th. Registration is open on Gov Tech's website. There is a $25 Registration fee.
https://events.govtech.com/Kansas-Digital-Government-Summit.html
Courtney thanked those serving on the advisory committee.

Chief Information Technology Updates:
DeAngela Burns-Wallace, EBIT Update:
DeAngela announced that the Chief Information Technology Architect (CITA) position is posted. It will remain open thru March 26th. A link will be sent to this committee after the meeting by Sara Spinks. DeAngela asks that everyone circulate. The CITA serves as Secretary of ITEC and helps guide all three CITOs during IT Infrastructure decisions. The CITA also supports all 3 branches. DeAngela is hopeful to find someone with a diverse background for this very impactful position.

Alan Weis, LBIT Update:
- The Kansas Legislative Office of Information Services (KLOIS) is reviewing and updating office policies and procedures.
- Alan Weis is also reviewing the office staff structure to better serve the Legislature.
- In the Application Services area, the staff will be working on the KLISS Biennium Rollover to prepare the system for the 2021-2022 legislative biennium. Alan stated the KLISS system is the Legislature's system for processing and publishing bills, chamber calendars and journals, committee agenda and minutes, and many other supporting documents. The Legislative website is one of the many applications in the KLISS system.
- The KLOIS staff is also working on an enhanced search system for the website.
- In the Technical Services area, the staff is testing equipment for video streaming from the committee rooms. The staff will also be working on replacing legislator laptop computers this year.

- Alan stated four committee rooms were without audio streaming for a time due to a sprinkler head opening up in the Office of the Revisor on a Saturday. Water sprayed into the office for 40 minutes before it was turned off. The water ran down into the Statehouse subbasement and into equipment cabinets containing the audio equipment for the four committee rooms, damaging the equipment. The equipment has been replaced and the audio streaming for the rooms has been restored.

  Question: Representative Pittman asked about the possibility of tracking bills through the legislative process that are Gut & Go bills for transparency
  Answer: Alan Weis: It depends on the requirement behind those items. We can do, just need decision from Legislative leadership to make the changes.

Kelly O'Brien, JBIT Update:
- The Judicial Branch's only focus for the past year is the new statewide Case Management system. They are moving from a Server environment at the local court offices to a centralized case management system. He is currently determining stakeholders. There are 110 servers statewide managed by a member of the local court office.
- Appropriate Access levels are currently being reviewed as not all counties currently manage limited access the same. He is working with Greg Gann and his staff at Sedgwick Co to work through requirements. The hope is it will be easier when they move to smaller counties. It will probably not be a popular decision in some counties. Local offices may currently be giving info to people that probably should not have the information. He is mediating this process.
- The project is on track to finish on time. Will be adding 20 courts in June, then adding a few more in the fall and then the remaining courts around the state will be added next year.

COMMENTS FROM BOARD MEMBERS
> None

COMMENTS FROM THE FLOOR BY THE PUBLIC
> None

CLOSING REMARKS
> New Action Item Review.
> Added Action Item # 17: Obtain a legal opinion regarding deleted or junk email policy.
> Added Action Item #18: Review and make edits to Policy 6401 in regard to mentioning specific vendors.

> Council Members are reminded to see Shelly about Expense Reports.

ADJOURNMENT
> Motion to Adjourn by Secretary Burns-Wallace, second by Erik Wisner, all in favor, none opposed.
> Adjourned at 2:43 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

Kelly O'Brien, Chairman thru 7/21
Judicial Branch CITO

DeAngela Burns-Wallace
Executive 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 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

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 SEAT

Judy Corzine
Private Sector Representative

Vacant
CITA/CTO, Board Secretary (Non-Voting)