



Information Technology Executive Council  
Regular Meeting of the ITEC Board

MINUTES

September 8, 2020

The Regular Meeting of the ITEC Board was held on September 8, 2020, virtually using Microsoft Teams. 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

DeAngela Burns-Wallace, Executive Branch CITO  
Kelly O'Brien, Judicial Branch CITO  
Alan Weis, Legislative Branch CITO & Chairman  
Larry Alley, Senate Ways & 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  
Judy Corzine, Private Sector Representative

Duncan Friend, INK Network Manager  
Steve Funk, Board of Regents IT Director  
David Marshall, KCJIS  
Dr. Lee Norman, KDHE, Cabinet Agency Head #1 (absent)  
DeAngela Burns-Wallace, 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  
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 to Teams.**

Abraham, Mark [OITS]	Cusick, Kami [DA]	Osterhaus, Katrin LPA (Guest)
Arif, Samir [KDC]	Dickson, Jason [KDWPT]	Rail, Travis [KDA]
Barrett, Anita (Guest)	Finney, Vince [OITS]	Robison, Cole [OITS]
Bartron, Shelly [DA/OITS]	Fisher, James (KLRD) (Guest)	Rodriguez, Chris (Guest)
Bogan, Carolyn [OITS]	Fitzgerald, Courtney [SEHBP]	Scott, Linda [KID]
Boyd, Steve (Guest)	Goforth, Kevin [KDOL]	Spinks, Sara [OITS]
Burns, Hope [OITS]	Green, Cindy Federico Consulting Inc	Ukena, Terry [HS-EBIT]
Cahill, John (KPERs)	Haverkamp, Allan [KDOT]	Walsh, Mary Theresa
Capps, Cassiopeia (Guest)	Karman, Peter Truss (Guest)	Wilkerson, Mike [HS-EBIT]
Cadue, Cheryl (DA)	Macias, Omar [KHP]	Wilson, Angela [OITS]
Clements, Dave IBM (Guest)	Manila, Homer (Guest)	Yancey, Glen [KDHE]
Comstock, Kevin [KSOS]	Maxon, Jeff S. [OITS]	16 Unknown Guests
Crider, Scott [KDOR]	Moyer, John [OITS]	
Crowl, John (Guest)	Niehues, Julie [OITS]	

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## **WELCOME / CHAIRPERSON COMMENTS**

Call to Order – Chairman CITO Alan Weis  
Roll Call – Shelly Bartron

## **APPROVAL OF AGENDA**

Motioned to approve by Alexandra Blasi, 2<sup>nd</sup> by CITO O'Brien.  
Unanimously Approved as written. No amendments or added agenda items.

## **APPROVAL OF MINUTES**

June 9, 2020 Minutes  
Motioned to approve by CITO Burns-Wallace, 2<sup>nd</sup> by Alexandra Blasi.  
Unanimously Approved as Written. No amendments.

## **ADVISORY BOARD UPDATES / EDUCATION SEGMENT:**

### **Information Technology Advisory Board (ITAB) Update**

**CITO DeAngela Burns-Wallace**

There were 60-70 participants that joined the ITAB meeting.

CITO Burns-Wallace provided a COVID-19 update and led a discussion to check in and allow other agencies to provide information relating to the pandemic. She continues to hear positive response to the support IT has provided to agencies. The value and support that IT infrastructure is providing during this time is key and critical. These efforts are being noticed and appreciated across the board.

She noted that ITAB discussed the ITEC polices that we will be reviewing today. The [Kansas Virtual Digital Summit](#) took place on August 26 and August 27. Upcoming reporting was also discussed.

The highlight of the ITAB meeting was being able to congratulate the project management methodology (PMM) graduates. This was the first class that was 100% virtual, which was new for the state certification program. These classes are valuable to the state of Kansas. These PMM graduates learn the methodology that is used across the state to move projects along. The class is not for just project managers it is for all members of the team. There will be another virtual 3-week PMM class offered this fall. See Sara Spinks to sign up. <https://ebit.ks.gov/kito/home> DeAngela thanked all institutions and agencies for putting their staff through the class.

### **ITEC Policy Updates**

**CITO DeAngela Burns-Wallace**

The updated policy page was included in the meeting packet to give a clean snapshot of the current status of where revisions stand.

Working groups for the below polices are being assembled. During ITAB volunteers were requested to assist in the revisions of these policies. Keeping the current emergency response status (COVID) in mind, it is a good idea to strategically review all policies to ensure key priorities are included and gaps are addressed as updates are drafted for these policies. [ITEC policies](#) are posted on the OITS website.

- Policy [5000 & 5310](#) – Business Contingency Planning & Implementation Policies
- Policy [8000](#) – Data Administration Program Policy
- Policy [9500](#) – Wireless LANs

If you or someone on your team is interested in being on these working groups to update these policies, please reach out to [Sara.Spinks@ks.gov](mailto:Sara.Spinks@ks.gov) to volunteer. We hope to have these teams formed by the end of the month. Eric Wisner volunteered to help with Policy 9500.

**Action Item 11: DeAngela Burns-Wallace is to re-establish the ITIMG (Information Technology Identity Management Group). (ITEC Policy 9210 Rev. 6.26.2009)**

CITO Burns-Wallace continues to look for a candidate to fill the CITA position and has asked the KISO office to assist with this. No Action

Questions or Comments: None

**Action Item 19: Review ITEC polices in coordination with COOP plans to support remote work in anticipation of future disruptions.**

Pulled state COOP plan, a few agencies' COOP plans and remote work policies to review and compare. Sara's team, along with the office of Personnel, have been doing the comparisons. The team would like to hear what agencies would like to see included in the comparison. Please reach out to [Sara.Spinks@ks.gov](mailto:Sara.Spinks@ks.gov) if you have input. This is a work in progress.

Questions or Comments: None

**Action Item 20: Discuss strategy for statewide inventory of IT capacity and failure-risk identification.**

Hired a firm named Truss to create a Digital System Inventory of all of our systems, environments, apps and where they are, what do they look like, what they do, what they built on and what the support looks like. They are developing a comprehensive picture of the current architecture of the State of Kansas IT and assess future risk. Truss will build an inventory of all digital systems, supporting skill sets and resources and hosting environments. Once the project ends, they will leave us with this body of information that will be imbedded within a tool that will allow us to update. Step 1 is to build the inventory in order to answer the strategic questions like what our risk identification is, where our next failure may be and where we need to leverage our resources. Within the last two weeks, we have reached out and are working with the cabinet agencies and CIOs and have been collecting all information that is readably available about our various systems, structures and operations while also working across our OITS offices, KISO office and KITO office to pull enterprise level information. Once this is done, they will slowly branch out to the smaller agencies and others to collect similar information.

Stage 1 - Broad mapping of systems and people (initial contact, request for documents)

During this step, the team wants to collect everything that is out there in whatever format agencies have. Once through stage 1, CITO Burns-Wallace asked that the information be shared with members of this group virtually between meetings. She wants to review what data fields we are capturing about our various systems and what others we may need or want to capture. She would like to use this group as an advisory feedback mechanism as they are starting to build before they move into stage 2 to do the in-depth inventory.

Stage 2 - In-depth inventory (Follow up questionnaire, research interviews on case-by-case if needed)

They will do data dives to go deep to fill out more of the information gathered in stage 1.

Stage 3 - Recommendations (identifying gaps and risks)

Questions or Comments:

Chairman/CITO Alan Weis stated that he feels like this is a good plan.

Mike Mayta & Greg Gann:

Are you also going to determine risk assessments from those you exchange data with?

CITO Burns-Wallace answered that yes, this is where we want to go as we move into stage 3 and beyond. This is a long-term goal. We are starting with the inventory and then will move into the analysis of risk and assessment.

Representative Pittman:

What is the cost relating to this and will it come out of your budget or can it be taken out of the CARES money within the next 4 months as an initiative to insulate us from any future catastrophic failure?

CITO Burns-Wallace stated that there was a call from agencies for proposals that were due last Friday. OITS did submit this project under the CARES Act. Resources will need to be shifted if we do not receive CARES money to do this project. We are hoping to fill the CITA position before the end of the year and the artifact/data collected during this project will allow them to begin work immediately.

Representative Jeff Pittman:

On the inventory list, does Truss have a framework in which they evaluate basic attributes? People would want to know from 1-5 how the relative cost of application to sustain or does it have hardware aspects that could be software as a service (SASS) or are there SASS options available, yes or no? When was it purchased? How wide of a user base is affected? How it fits into the overall picture of things? Will things be cross-referenced?

CITO Burns-Wallace stated that Truss brings a piece of a framework, but this is part of what will need to be bounced off of this group. She wants to gather feedback as we go along to make sure that we are where we need to be as a state, based on where we are now and where we need to go and where some of our gaps have been over the last few years. What they are building right now incorporates some of that and then we will build from there. She wants our eyes on it because we know the issues we've faced and the priorities we have within our state. It is nice to have the outside eyes on it to give a broader perspective and then have the knowledge of our issues and how they present to be able to frame it that way.

Mike Mayta stated that there may be Federal Funds available for security.

CITO Burns-Wallace stated that we are always looking for other financial opportunities that can be leveraged into the state. There are over 90 funds that have been authorized for Kansas that were presented to Legislative Budget last week. These funds change frequently, so they are working with the consultants that were brought on and people in the Recovery Office to monitor available funds. Some of the funds are rolling, some are application, and some are very particular and precise. CITO Burns-Wallace asked that if anyone knows of any opportunities to please share them with the group because there is so much that is moving quickly and the guidance on these changes frequently. She is excited about this because we will be able to use this in so many different ways if we do it correctly, make it available and can leverage into conversations like risk assessments, strategic direction and visioning that this can be used for as well.

Mike Mayta shared this link: [https://www.govtech.com/policy/House-Bill-Could-Mean-Billions-for-State-Local-IT.html?utm\\_term=House%20Bill%20Could%20Mean%20Billions%20for%20State%2C%20Local%20IT&utm\\_campaign=IBM%3A%20Government%20Data%20Breaches%20Becoming%20Less%20Costly&utm\\_content=email&utm\\_source=Act-On+Software&utm\\_medium=email](https://www.govtech.com/policy/House-Bill-Could-Mean-Billions-for-State-Local-IT.html?utm_term=House%20Bill%20Could%20Mean%20Billions%20for%20State%2C%20Local%20IT&utm_campaign=IBM%3A%20Government%20Data%20Breaches%20Becoming%20Less%20Costly&utm_content=email&utm_source=Act-On+Software&utm_medium=email)

**Action Item 21: Explore options for integration of commonly used tele-conferencing platforms.**

This action item was to have someone review platforms being used during the pandemic.

CITO Burns-Wallace announced that Jeff Maxon joined the KISO office as the Chief Information Security Officer (CISO) replacing Rod Blunt who retired. She asked Jeff and team to drill down into this, due to the security stance. Jeff showed a slide deck that showed various collaboration tools and security. There are many collaboration tools available and being exposed by various agencies whether it is their internal tool or may be what their constituents and vendors use. Most of these systems do similar things and have similar functionality but are not interoperable with each other. Some of the major vendors (Cisco, Microsoft & Zoom) also sell proprietary equipment to build conference rooms and are making the equipment interoperable with the different technologies but not the actual meetings themselves. There is different security, licensing and encryption

depending on the tool. The concerns are unauthorized guests, zoom bombing, insecure communications and recording and storage of meeting information. From a state security mitigation standpoint, Jeff says that agencies should not be using free accounts or services. Free services are for personal use, not commercial and there is no expectation of privacy nor security. The companies are using the information for marketing purposes to make money. He suggests using a paid account such as Cisco, Microsoft or Zoom that have a government tenant that is secure and meets federal requirements. Additional steps would be to review and enable meeting security controls both as a meeting owner or organizer and as a user. Leverage your organization's collaboration systems as much as possible by encouraging customers use our platforms and use the web version if possible. Be aware when recordings are taking place, know who is recording and know where recordings get saved. The biggest take away is situational awareness. Understand the environment you are working in, know who is in the meeting room to ensure no unauthorized guests, understand what the content of the discussion is and keep sensitive information to a minimum.

Questions/Comments:

Representative Pittman:

Does Jeff recommend that we bring these into certain types of ITEC standards? These are great points, they're relevant and we may need to get this information out there so that people know this. One of our jobs is to standardize, templatize and put standards in place to aspire to and hopefully achieve. He asked Jeff what his recommendation would be.

CISO Jeff Maxon said he would leverage and encourage everyone to go into the government environment. The federal government has a fairly sophisticated program called Fed Ramp which validates any cloud service. Any vendor that wants to participate in it has to go through a stringent audit, meeting various security requirements, which means they've done a lot of the leg work for us. He encourages any product, from a cloud perspective, due to extra security guarantees you won't see in standard enterprise licenses. An example is Fed Ramp requires that participants be located within the US unlike some of the enterprise agreements.

CITO Burns-Wallace asked if it was time to update some policies or draft new policies to incorporate some of these recommendations? She mentioned that part of the challenge is that sector and space is moving so fast and is evolving. This also ties into Action Item # 22 regarding records retention and data administration. She reminded that these are collaboration tools and for those that have done the Teams training or deep dives into Teams you know that you can also share documents and it becomes a repository of other types of information. We currently don't have a lot of structure around some of this because it is an evolving space. Current policies don't speak directly to what is the protection of the recording? What is the protection of the channels being created and the data or information being put into those channels? We may need to determine what we need to be capturing or be making recommendations around?

CISO Jeff Maxon stated that he agrees and thinks the next step is to leverage the ITEC to put some parameters around Cloud i.e. if you are using Cloud Services, it needs to be a Government Certified Cloud Service.

Alexandra Blasi agreed with Representative Pittman and feels it would be helpful to get this information out to the other smaller non-cabinet agencies. She asked if the web-based platforms vs the software does that not refer to Teams because Teams is part of our O365 Package?

CISO Jeff Maxon answered "yes", and it is good for our customers to not have to download software when they have the option to use a link.

Alexandra Blasi also asked Jeff Maxon to speak about the Teams recording and chat functions where all chats are being kept.

CISO Jeff Maxon stated that you should treat chat the same as email where the communication is kept somewhere and is passing through servers. This is another reason to encourage people to use a government platform where

you tend to have more end to end encryptions so that things in the middle are not collecting to try and sell for advertising, etc.

CITO Burns-Wallace stated that because these are proprietary systems and they are being used within our environment, we need to ensure everyone has the guidelines and knows the best way to use these systems and know how they are supported and things of that nature. It can create certain types of vulnerabilities by using these platforms using your government computer.

Katrin Osterhaus, LPA

Creating standards around virtual meetings and other tools are good ideas, but we need to be careful not to endorse/promote one company over another.

CITO Burns-Wallace agreed and said we caught the mention of a company in the email policy and that we just need to ensure it is Fed Ramp or a government certified service because everything is evolving, and different people are coming into this environment so being able to look for things to keep us safe will be helpful without identifying a particular company or product.

Mike Mayta

We talked with legal on retention of our chat and other Teams channels. It needs to be consistent regardless of what it is. They are all stored based on your policy and becomes KORA accessible.

CITO Burns-Wallace says it all is and is another mode of communication evolving from paper to email and now to these collaborative tools.

CITO Burns-Wallace stated that we may need to add a different Action Item once we decide where these collaboration tools are associated and need to be addressed within our existing ITEC policies.

Action item #21 was closed.

### **Action Item 22: Presentation and discussion of ITEC policies related to records retention and data administration.**

CITO Burns-Wallace stated that they worked with staff from the Historical Society, but there is more work to be done in this space. We are aligning the records retention and data administration a little tighter and identifying where within our policies some of these need to be updated or broadened because of the technology and flexibility. They are currently working on some policies and plan to bring back to this Council as well. Some recommendation areas need to probably be whether we address in current reviews or future reviews. Getting our direction and helping them be a part of that direction will be key and critical because of all the records retention policies that are there. We want then to align and compliment each other instead of conflicting one another.

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

### **Update on COVID-19 Response**

### **CITO DeAngela Burns-Wallace**

At the beginning of the pandemic we were in a hurry-up state and now many of our agencies are open to their current state. Many agencies are now looking at what things will be like for the long haul. If our current or hybrid remote stance, depending on where your agency is and what it is doing, whether it continues for another 4 months, 6 months or longer, what needs to be in place or thinking about things differently than you were when this first started, when you thought it was going to be a sprint and now it feels more like a marathon. IT has been at the forefront and critical during all of these conversations. Security continues to be one of those areas we are putting our thumb on. We asked for some funding to upgrade areas within the security space because this is the time when we can be most vulnerable because of the high level of remote work, access and how much we are moving around and moving information around. We have a heightened awareness and are trying to be a bit more proactive and try to put some wrap around layers around our work and the environment as a whole. Nothing has changed in our environment over the last two months. There is nothing projected right now, but this could change.

Many agencies are struggling with how to continue to communicate, connect and collaborate in this sustained long-term remote space. We are delivering services, we are getting work done, but the need for collaboration and coordination are heavily relying on these tools and not as successfully as we want. This is some of the major things we are starting to hear and help people navigate through.

Senator Tom Hawk (Guest)

Question for Sec. Burns-Wallace and Covid-19: What is status of upgrade needed for KDOL mainframe system and modernization because it seems to be our most visible problem.

DeAngela said they are working on both. SPARK will be speaking about the upgrades later this week. They still have a little-ways to go but they are stabilizing very well but they want to ensure that they can continue to deliver what needs to be delivered over the next few months, so they are doubling down on that stabilization and things like fraud that are popping up. They are also dedicating resources to finish up their feasibility study and their project plan. They are not alone as they are part of the national network where a number of states are in a similar space that they were working with prior to the pandemic. They are assisting each other as they try to finalize those plans as a number of states move to modernization. There may be some dollars from the federal government in one of the future stimulus packages. There are entities pushing for it due to so many states needing to modernize but this has not materialized yet. KDOL has reorganized. They have a new CIO, Bill Periman joined around the first of July and has done some great work already. He has done some reorganization and pulled a set of dedicated resources to try to help jump start the modernization. They continue to stabilize because they still have a long way to go over the next few months based on the systems that are coming out of the federal government, including the most recent changes but at the same time not wait on their modernization.

#### **2000 Series Policies – IT Project Reporting**

**Sara Spinks**

Sara Spinks has been involved with a working group to update this series of the ITEC policies since last summer. These policies govern the IT Project Reporting and monitoring of projects. These policies have not been updated in years. They are trying to be thoughtful about the approach and have spent time working with agencies to bring the best possible results for everyone. The new concept has been presented to ITEC at the beginning of the year and have continued working on it. The changes that are being recommending will require statute updates. Sara is asking for the council's feedback and ensure they have the council's support when it is taken to session to update the statutes.

The members of the working group are made up of members from OITS, DCF KDOT, KBI, ESU and KSHS. Members of the team have established PMOs and are experienced in this process. The primary objectives of this is to ensure that project oversight meets the ITEC specified level of review. The current definition being used is leaving gaps, so we are updating the definition of an IT project and update the ITEC policies. The current definition has gaps which is causing projects to not be reported on. Another task during this process is to simplify the process for agencies. They sought input from the three CITOS, the DofA Procurement office, ITAB membership, Agency CIO working group, KISO and the Project Manager Advisory Group, which is compiled of small, medium and large agencies as well as regent institutions. This group is helping us work through the steps to make it as streamlined and as user friendly as we can. They are also ensuring that the process works for reporting as well as the agencies running the projects.

The current definition as defined in 75-7201 states, "Information technology project" means a project for a major computer, telecommunications or other information technology improvement with an estimated cumulative cost of \$250,000 or more and includes any such project that has proposed expenditures for: (1) New or replacement equipment or software; (2) upgrade improvements to existing equipment and any computer system, programs or software upgrades therefor; or (3) data or consulting or other professional services for such a project. There are gaps within this definition due to the cost threshold which doesn't account for projects that are fee structured that are fee for service from the vendor or software as a service. In the fee for service, a lot of the time the vendor will do the work of the implementation and recoup those fees through service fees at a later date when it goes live and the fees are paid monthly so it does not put the project over the threshold. Some of these projects may have considerable risks to their agency or the state network but we are not seeing them because of they don't meet the cost threshold for reporting.

The team is proposing to update the definition this coming legislative session to “Information technology project” means an information technology effort of defined and limited duration which implements, effects a change in or presents a risk to processes, services, security, systems, records, data, human resources or architecture.

They have removed the cost threshold as a requirement for reporting and are proposing a risk assessment factor. The project will still be evaluated as a risk on the project, but the cost is not a sole reason that the project becomes reportable. This will allow us to see projects that may not have a lot of upfront cost that may have a considerable risk or be interfaced into several different systems or even be untried technology.

They moved the risk assessment into ITEC policy that will set the definition for the risk assessment review and then a risk score will be given to the project and then will be in one of four risk levels. The risk level will set the level of reporting for the project. The levels of reporting are low for minimal risk up to high for large development projects.

Their next steps are to update the statute next session, update ITEC 2000 Series Policies to be effective July 2021, develop an automated reporting process, train agencies and Rollout July of 2021.

This is being brought to this body today so that decisions can be made at the December 15, 2020 ITEC meeting. Sara sent out the redlined version of the statutes to all council members to give you a chance to review them. Sara is asking for feedback to be sent to her and DeAngela prior to the December meeting.

Once the IT project definition is updated, they will update the ITEC 2000 Series Policies to become effective when the statute changes become effective. They would also like to see an automated reporting process be implemented. Currently, agencies are using a paper process in a variety of different methods to track projects. Agency training will be rolled out in the Spring as well.

Questions/Comments:

Steve Funk, KBOR:

A concern that the Regent institutions have mentioned was the statement on page 9 of scheduled changes stating that Information Technology projects require CITA and CITO approval and shall also require CITO approval for the specification on bids, which has raised concern on timing or timeliness on this. They want oversight and transparency, but they are concerned that projects will get bogged down due to multiple approvals before they can get started.

Sara Spinks stated that the CITO approvals are currently a requirement and she has not seen many that have been delayed due to current approval process.

Steve Funk stated that the intent is to increase the scope of what the KITO office will be looking at so if it has been a problem getting those approvals in the past the concern is there could be delays. He understands that the intent is to streamline the process and he hopes it works.

Sara Spinks stated that one of the requirements is to have the CITA review projects to ensure the architecture meets the minimum. There is currently not a CITA but the intent is to hire one in the near future. We will be reviewing these policies as they are rolled out and if it becomes an issue, Sara will be there to back the CITA up. Currently, the response to project approvals are less than a week. If it becomes an issue, we will address it.

Representative Pittman commented that he would like to get involved with the strategy when we decide to bring this forward to the legislature, how we are going to propose it and where and what the language is going to look like and who we will champion with.

CITO Burns-Wallace will be bringing this to JCIT later this month and will be leaning on members of this body to decide strategy, which is why we are bringing this to you all today. Alan Weis stated that the JCIT is trying to schedule a meeting during the week of the 28<sup>th</sup>.



Katrin Osterhaus, LPA

If the statutes do not get updated, how does the rollout work? In other words, the process cannot change until the legislative process is concluded.

Sara answered that it will be an issue because the definition and the \$250,000 threshold is set in statute, currently. The statute will need to be updated to make these changes.

CITO Burns-Wallace stated that we have been piloting some of the risk-based approach already in helping to look at how that is impacting projects moving through and how we will respond to projects. The idea would be to update the statute definition because it would be the best approach. She thinks if we get it completely updated, it may not change our IT reporting, but this work is still valuable in assessing and understanding the risk of projects. We may need to revisit some of the reporting, but we don't want to lose that because there is a value in that for the state for understanding our projects and risk and feasibility over all.

Sara Spinks stated that her overall goal is to streamline and for the agencies to use this as a tool to evaluate the risk and not just a reporting requirement and extra work for the agency.

Chairman Alan Weis asked if there was a redlined version of Policy Series 2000 for review.

Sara Spinks stated there was and she would send out later today. She did not send out prior to this meeting since the statute is the first conversation.

Chairman Alan Weis is interested in reviewing the statutes and policies side by side to work with the policy updates. He feels that the council needs to see how the policy will work with the statute changes.

Katrin Osterhaus, LPA

Our office (LPA) has identified problems in the statute in that the monitoring is to be done by Legislative CITO. I did not see that addressed. Can you ensure you look at that? Sara Spinks will follow up with this issue. She believes they did address in the statute, but she will pull it out and mark it.

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

### **Chief Information Technology Officer Updates**

#### **Judicial Branch – CITO Kelly O'Brien**

The courts are slowly opening back up. They will begin hearing jury trials in October. They had to submit a jury plan on how they will open in a safe manner. They are working through those now. They are continuing to work on implementing the new case management system with the hopes to go live with the next group of courts in November. With COVID and all the other responsibilities that have been put on the court clerks in the courts and staffing in courts it has been difficult to get them to focus on that. An example is the extra cleaning that is required between each case which takes a lot of extra time. But CITO O'Brien remains focused to implement them by November. They are on a 60-day rotation to implement the next group of courts.

Senator Tom Hawk

Question for Judicial. What parts of the court process can be legally done virtually (Actual trial, remote testimony, depositions, etc.)? He is concerned about "speedy trial" requirements and if technology can help with that in a pandemic. He would like clarification.

Sara Spinks will contact CITO O'Brien to ensure he sees the question and responds to Senator Hawk.

#### **Executive Branch – CITO DeAngela Burns-Wallace**

We have some upcoming executive reporting requirements within the Executive Branch. We will be submitting our 3-year Strategic IT Plan updates due by October 1<sup>st</sup> so agencies are working on those. Last year, we submitted a 200-page document with everyone's plans and an overview plan. This year we are streamlining it a little and doing an update, basically a snapshot of where we are a year later to include what is new, what has changed and

successes we've had. This will be a much more helpful tool showing full plans the first year, updated plans the second year and then the third year going back to the full plan hoping agencies will use as a tool.

The Cybersecurity self-assessment is due mid-October, which has been automated to help our agencies providing them with a tool for the self-assessment that our KISO office put together. There are about 50 questions so is still fairly hefty. This is the first year that we will be collecting these and then are due every other year ongoing. The hope is to not just use them as a reporting requirement, but as an opportunity for agencies to learn more and leverage resources to support security across our agencies.

CITO Burns-Wallace thanked those that joined the first Kansas Virtual Digital Government Summit. It was supposed to be in person with about 125 participants in downtown Topeka, but we were virtual and we had over 300 attend. The [link](#) will be sent out for anyone interested. All of the sessions are still available on demand. You can visit the website and download the individual sessions. There were some good sessions and panel discussions as well as some good keynotes.

CITO Burns-Wallace announced that Matt Veatch of the Kansas Historical Society is retiring this month. For those that have worked with Matt over his career know that he is a constant professional and is someone that has helped guide and direct our conversations around record retention and data administration over the years and taught many of us a lot. His team is ready to step up and continue to help us do the work we talked about earlier in that space. She congratulated Matt. He will be missed, but we are excited for you.

### **Legislative Branch – CITO Alan Weis**

The 2020 interim continues, and committees are meeting now through December. We have an election coming up in November that will have new members coming into the legislature. Normally, by statute, the election is to be certified on the first Monday in December, which is December 7<sup>th</sup> this year. We usually have a new member orientation and caucus leadership elections held on that date. After the members are certified, they can start prefiling legislative bills for the 2021 session. From that period forward, members are assigned to committees and then the legislative session begins January 11<sup>th</sup>. The new members are sworn in on the first day of session and the constitution officers are elected i.e. Speaker of the House, Speaker Pro Tem, President and Vice President of the Senate.

They have been having virtual meetings like everyone else, as well as legislative committees meeting virtually. As of June, these meetings have been a combination of meeting in the statehouse committee rooms with some in-person and some videoconferencing. They have had some issues with that mainly that they are trying to use laptops that are intended for individuals, limited cameras, no integration with room audio and using large monitors on stands that obstruct the view of members and public that are in the rooms. In July, the Joint Legislative Budget Committee requested that he look into solving these issues to allow virtual meetings in the future. They proposed a project named the Kansas Virtual Statehouse Project that will implement professional quality room video systems in all of the 13 statehouse committee rooms in both chambers. This will include wall mounted monitors, cameras, integration with room audio, implementation of closed captioning and allow streaming of audio and video out to the public. This will allow members to attend meetings remotely and allow the public to provide testimony remotely also, pending the Kansas Legislative Coordinating Councils approval of this project which is required for them to move forward.

Chairman CITO Weis stated that they applied for COVID relief funds last week to help fund this project.

### **Senator Tom Hawk**

When remote testimony is allowed, he is anticipating that they will have more people testify. He is wondering how these will be prioritized in terms of who gets the best spot within the real time limitations. He wonders if this will be a dilemma that has not been thought of.

Chairman Weis responded stating that we could potentially get a lot more requests when committee rooms are open to make it more convenient for those that would have had to drive several hundred miles to do 5 minutes of testimony. They will have the option to testify remotely. He says it will need to be factored in and see how it progresses. It could potentially change the process within the legislature. The benefit is tremendous to allow remote testimony.

Representative Jeff Pittman

In regard to the elections, do we have ITEC standards dedicated to elections; security in particular? Any kind of standards that are set across for the Secretary of State part of security in that sense?

CISO Jeff Maxon stated that the Secretary of State is required to follow the ITEC Security Standards like every other agency. There is nothing specifically called out in regard to elections security. Them being a small shop, he is not sure if it has ever been explored to include them as part of this but ITEC has not developed anything specific to the elections process.

CITO Burns-Wallace stated that the Secretary of State works closely and collaboratively with our KISO office, but it does beg a larger question.

CISO Jeff Maxon stated that the Secretary of State does get a lot of resources from the federal government helping with things. The Multi-State Information Sharing and Analysis center (MSISAC) which is a big federally funded organization that focuses on providing security down to states, counties and municipalities. They have added a new branch specifically designated to work for election infrastructure. They work with counties directly as well as the Secretary of State's office. He says there are tools in place and resources available, but from the ITEC perspective there is not.

Representative Jeff Pittman stated that he brought it up because they are an organization that spans across all branches with the unique joint JCIT which is legislative and administrative focused. They don't necessarily branch over into the Secretary of State's office that often. He thinks that it is something that a lot of people are focused on and that audits have been done in the state of Kansas. He feels it might be good to bring visibility to what is being done and what the infrastructure looks like as well as the metrics around the audits that were put in place. He feels like it would be an interesting thing to look at or put in place that could come under our purview.

CISO Jeff Maxon stated that there is a vast way that states are handling it. Some are taking a centralized effort so a lot of them do have collaboration between the counties and the state. He believes that Ohio and North Carolina are examples of states that are leveraging the National Guard. Again, there is a broad spectrum and there are certain states that are doing different things and there are lessons we can learn from what some of the other states are doing.

Representative Jeff Pittman asked if this body chose to make sure that, for example, we had certain security standards around mail-in ballots or anything along those lines, are we out of our lane by looking at those things? It would be a matter of policy and it would be up to them whether they would want to follow them. The Secretary of State's office does come under our recommendations, right?

CISO Jeff Maxon answered, yes, they do.

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

None

### **CLOSING REMARKS**

New Action Item Review – Shelly Bartron

Added Action Item #23, Review ITEC policies for opportunity to address collaboration/teleconferencing platforms, standards and guidelines, Owners: DeAngela Burns-Wallace & Jeff Maxon

### **ADJOURNMENT**

Motion to adjourn was made by Greg Gann and 2nd by CITO Burns-Wallace.

Adjourned at 3:12 p.m.

### **NEXT MEETING**

Tuesday, December 15, 2020, 1:30pm Virtual Meeting via Microsoft Teams

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



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 SEATS



Judy Corzine  
Private Sector Representative



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

# ITEC Policies

## Policies and Guidelines

[JCIT Policy 1](#) - Review of Proposed Projects

[JCIT Policy 2](#) - Review of Active Projects

[Guideline 6401](#) - Email Guidelines – *Revised 6/9/20*

[Guideline 9501](#) - Interim Wireless Security Arch.

## 1000 Series - Applications and Software

[Policy 1100](#) - Software Licensing

[Policy 1200](#) - Acceptable Internet Use - *Revised eff. 9/10/19*

[Policy 1210](#) - Web Accessibility Requirements - *Revised eff. 12/11/18*

[Policy 1500](#) - Software Code

## 2000 Series - Project Management – Under Review

[Policy 2400](#) - IT Project Approval

[Policy 2400 A](#) - IT Project Plan Instructions

[Policy 2500](#) - IT Project Status Reporting

[Policy 2510](#) - IT Project Oversight

[Policy 2510A](#) - IT Project Oversight Guidelines

[Policy 2530](#) - IT Project Management

## 3000 Series - Governance

[Policy 3100](#) - IT Advisory Board Charter

## 4000 Series - Architecture

[Policy 4000](#) - KITA Review Board Charter

[Policy 4010](#) - KITA Compliance

[Policy 4020](#) - KITA Change Management

## 5000 Series - Business Contingency – Under Review

[Policy 5300](#) - Business Contingency Planning

[Policy 5310](#) - Business Contingency Implementation

## 6000 Series - Data, Records, and Content

[Policy 6100](#) - GIS Metadata Policy *Revised 3/10/20*

[Policy 6120](#) - GIS Cadastral Policy

[Policy 6120 A](#) - GIS Cadastral Standard

[Policy 6180](#) - Water Utility Data Policy

[Policy 6180 A](#) - Water Utility Data Standard

[Policy 6200](#) - Date Data Policy

## 7000 Series - Security

[Policy 7230](#) - Enterprise Security Policy *Reviewed 7/1/19*

[Policy 7230 A](#) - IT Security Standards - *Revised eff. 7/1/19*

[Policy 7300](#) - Security Council Charter - *Revised eff. 12/10/19*

## 8000 Series - Shared Solutions – Under Review

[Policy 8000](#) - Data Administration Program

## 9000 Series - Infrastructure

[Policy 9200](#) - Public Key Infrastructure

[Policy 9200 A](#) - Ks PKI Certificate Policy Ver 2.1

[Policy 9210](#) - Identity Management Group Charter

[Policy 9500](#) - Wireless LANs