STATE OF KANSAS

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GOVERNOR JEFF COLYER, M.D.
LEE E. ALLEN, CHIEF INFORMATION TECHNOLOGY OFFICER

ITAB Minutes 8.21.18
(Information Technology Advisory Board)

Introduction

Lee Allen introduced himself as the new CITO for the Executive Branch. He is committed to move forward on the initiatives already in motion, improving communication from the CITO office and to continue working with agency CFOs and vendors to improve IT across State government.

Lee thanked Donna for her time spent as the interim CITO and for the successes she had during that time. Donna continues as the COO for OITS and will continue her role in the initiatives currently in motion, i.e., Data Center as a Service, Desktop as a Service and Network as a Service.

Congratulations to the 14 Graduates of the Project Management Methodology 1, II, III Course.

Jessica Bass-KU,
Breana Berroth-KDHE
Rusty Burdette-KDHE,
Kathy Chappler-KU Med Ctr,
Julie Cook-DoE,
Jennifer Hermann-State Treas Office,
Megha Jain-KDOT,
Gary Knoles-KBI,
Gregory Larson-ESU,
Jared Moen-KDHE,
Michael Roush-KDHE,
Jeff Scott-KDOR,
Kurtis Tuck-KBI,
Parrish Whistler-DCF

Security Update
Presenter Rod Blunt, Interim CISO (Chief Information Security Officer)

- Over the past three years, there's been a significant increase in awareness of cybersecurity threats, and as a result, our collective security posture is consistently improving. That said, we still have a long way to go. Though our collective security posture is improving, the number one threat is still email; malware and phishing. These continue to be a significant problem throughout the enterprise and without the use of advanced email filtering solutions, we must rely on educating staff.
- As many may have noticed, those enrolled in Office 365 are now receiving a banner at the top of inbound emails that originate from external sources. This is a simple tool designed to give the recipient a moment's pause to consider the email and its content, or possibly identify a spoofed email address before taking any regrettable action. For those not enrolled in O365 I would encourage you to add a warning banner as well (Finney County, Butler County, etc.)

- One additional feature of O365 that I would mention is the availability of multifactor authentication at no additional cost. Although there are some caveats and processes that will need to be addressed, this is the best way to prevent criminal use of one's credentials. OITS and a few other agencies have already or are in the process of deploying solution.
- Cyber Education. As announced in the last meeting, the KISO procured a cybersecurity training solution, which was made available to state agencies at the end of June. The primary focus of this solution is to address awareness; however, the solution goes well beyond the basics and includes role-based training and a phishing campaign feature as well. While most agencies have been entered, only a few have begun the enrollment process.
- Another area of emphasis is vulnerability management. Knowing where your vulnerabilities exist is the first step in the mitigation process, however identifying vulnerabilities without a mitigation strategy can result in undesirable outcomes. At no additional cost, the KISO provides a vulnerability scanning solution (Tenable Security), that all agencies can leverage to identify vulnerabilities. If assistance is needed in developing a vulnerability mitigation strategy, there is an entire community of public technologists with whom we can call to assist with that development.
- Security logs. One of the cornerstones of what we do as technologists is leveraging log data to identify success, failure, tune, analyze, etc. The KISO provides a central solution that is presently focused on collecting logs from a security and compliance perspective, however as the solution matures it could be leveraged for much more.
- For any questions regarding these services, please contact the CISO's office.
- [Kansas Cybersecurity Act](#) Requirements by Statute
    - o designate an information security officer to administer the agency's information security program that reports directly to executive leadership
    - o ensure that the agency conducts annual internal assessments of its security program
    - o submit a cybersecurity assessment report to the CISO by October 16 of each even-numbered year (details apply, read statute)
- Policies
    - o IT Security Council met on the 16th; the council hasn't met in 2 years, and though we were unable to get any policies completely reviewed, the process has begun.

1210 Policy
Presenter: Cole Robison
- A draft of a proposed update to ITEC Policy 1210 is complete, has been approved by the KPAT (Kanas Partnership for Accessible Technology), and is ready for consideration by ITAB and ITEC. The proposal directly and fully aligns the policy with its federal counterpart, the Section 508 Standards, which underwent a significant revision last year. This revision harmonized it with the industry standard Web Content Accessibility Guidelines (WCAG) of the World Wide Web Consortium. As the current policy is comprised, by reference, of Section 508 and WCAG separately, the requirements for web content would be unchanged; the alignment would merely be streamlined. The draft does propose to expand the scope of the policy from only web content to all of IT, which would further align it with the federal standard (both pre- and post-revision). As state projects are very often required to meet federal as well as state standards, this should, in practice, not result in additional requirements in most cases; they will simply be codified in state policy.

6100 – GIS Metadata Policy
Presenter: Ken Nelson

Original effective date: October 1999
Last reviewed: April 2007 - reissue of policy, minor updates
Purpose:
- Encourage standardized geodatabase documentation practices
- Adopted the Federal Geographic Data Committee's *Content Standard for Digital Geospatial Metadata (CSDGM)*

Current status:
- *CSDGM* is very thorough and still the most widely used metadata standard across the geospatial industry; however, the federal government is now recommending the ISO metadata standard

Proposed next steps:
- Standard review led by DASC
- Ensure training materials, development and maintenance tools, and conversion tools are sufficient
- Potentially retire FGDC CSDGM by CY2021
- Pursue updated policy & standard through ITAB/ITEC as appropriate

6120 – GIS Cadastral Policy & 6120A – GIS Cadastral Standard
Presenter: Ken Nelson

Original effective date: June, 1998
Last reviewed: April, 2007 - reissue of policy, minor updates
Purpose:
- Develop standardize naming convention and data structure for graphic data elements, non-graphic data elements, & attributes:
  - *Block lines*
  - *Lot lines*
  - *Subdivision lines*
  - *Ownership boundaries*
  - *Right-of-way lines*
  - *Section corners & other geodetic control references*
- Support CAD to GIS migration

Current status:
- 103/105 Kansas counties now have digital parcel data
- 2 counties are in under development – Gove & Sheridan
- Kansas Department of Revenue provides a <u>standardized</u> Computer Assisted Mass Appraisal (CAMA) system to all county appraisers
  - Tyler Technology's Orion
  - Only a handful of states in the US have a standardized CAMA system
  - Enables statewide rollup, query, and investigation of the data
  - Standardized web map application, ORKA hosted by DASC
  - Integration of ORKA web map services into Orion map client

Proposed next steps:
- Review of existing standard led by KDOR-PVD
- Review of other state & federal standards
- Provide progress updates to ITAB

- Pursue updated policy & standard through ITAB/ITEC as appropriate

6180 – Water Utility Data Policy & 6180A
Presenter: Ken Nelson
Water Utility Data Standard
- Original effective date: October 2008
Purpose:
- Minimum content standard
- Required by Kansas Water Office on all Public Water Supply system grants
- Enforced on 200+ agreements
Current status:
- Still utilized by KWO
- Systems like City of Topeka & Johnson County Water One exceed the requirements of the standard
Proposed next steps:
- Review led by KWO in association with KRWA and other water systems
- Update as necessary
- Pursue updated policy & standard through ITAB/ITEC as appropriate

4000 Series
Chris McGinley – Architecture & Standards Committee
- All these policies are focused on Architecture.
- Recommendation: Hire an Architect and then develop the KTARB (Kansas Information Technology Architecture Board)

ITEC 4010:
- This policy defines the compliance requirements for the Kansas Information Technology Architecture Board. It was made effective on October 19, 1999 and revised on October 26, 2006.
- We cannot make a recommendation at this time since 4010 relies on the KITA document. The executive branch Architecture and Standards committee is comprised of executive branch representatives and does not have the authority make recommendations for all branches.
- We can, however, make recommendations for the executive branch. We do recommend that the KITA be reviewed annually and updated at minimum once every three years. Once the CITA and KTARB are filled and reformed, one of the first tasks should be the review and update of the KITA document and ultimately this policy. 4010 cannot
- Be updated until the KITA document

ITEC 4020
- This policy describes how to change the KITA document. It was made effective October 14, 1999. It was revised on October 26, 2006.
- We are confident that the steps prescribed in the policy are still valid and do not need to be changed. We do recommend that an alternative path to request changes should be developed in the event that there are vacancies in the KTARB and CITA.   We also recommend that this policy be reviewed annually and updated at minimum once every three years.
- This policy describes communications network and systems access security architecture. It was made effective October 14, 1999.
- We recommend that since ITEC 7230 was updated, policy 4210 is now obsolete because the information it covers is now part of ITEC 7230.

1200 Series: Acceptable Internet Usage
Jeff Neal provided status
- Will have an update at the next ITAB meeting but will not be ready for the ITEC board.

1500 Series: Software Code
Travis Rail-
- Will have something ready by the next ITAB meeting.

2000 Series
Sara Spinks
- Would like to have a few more volunteers to help with the 2000 Series.
- These policies effect all agencies. Would like to get input from all sizes of agencies.

ITAB Charter
Sara Spinks
- Executive Branch CITO is in charge of ITAB.
- Would like to wait until other policy series are updated, since they may have impact on the Charter.

5000 Series
Glen is reviewing the policies, would like to add a few more people to this team.
- Ad Gen's Office & Bureau of Public Health Preparedness are involved with this series.
- John Moyer with DCF may be added to this team.
- COOP Managers are encouraged to assist with this series.
- Processes need to be updated. Agency &size specific.

6401 -Email Guidelines
Matt Veatch, State Archivist, Kansas Historical Society (KSHS)
- These are Email Guidelines and are not policies and have not been updated since 2002.
- The existing guidelines present implementation challenges to Kansas government agencies.
    - Each and every email would need to be categorized to properly mark emails, which is possible but would be a big change in how emails are handled today.
    - The hope is to draw upon the "capstone" email management concept developed by the U.S. National Archives and Records Administration in refreshing the Kansas Email Guidelines.
    - Will target archival preservation for email accounts of key decision makers in each government agency.
    - Proposed forming a relatively small task force to draft revised guidelines:
        - Matt Veatch, State Archivist, KSHS (Chair)
        - Megan Rohleder, Electronic Records Archivist, KSHS
        - Ryan Leimkuehler, Records Manager, Kansas State University
        - Office 365 expert
        - State agency IT staff representative
        - Legal representative
        - State agency records officer representative

- He projected that it would take about twelve months to draft, vet, secure ITAB and Electronic Records Committee endorsements, and seek ITEC and State Records Board approval for the new email guidelines.
- Lee Allen offered to assist in the identification of an Office 365 expert and a state agency IT staff representative for the email guidelines task force.

7000 Series
Rod Blunt
These policies are being reviewed and statuses will be given as they work through them.

8000 Series
Need volunteers

Question:
Would the rules used for the Hybrid Cloud Solution be under the 8000 series?
Answer
Governance has not been set and will be written as agencies are added to Hybrid Cloud.

9000 Series- Infrastructure
Larry Peterson, lead
Travis Combes reported that they are working on this and will have an update at the next ITAB meeting.

9501
Travis Combes provided update
- There will be a number of updates brought to the next ITAB meeting.
- Network as a Service will have an impact on this section.

Contact Shelly Bartron or Sara Spinks if you would like to volunteer or want to suggest a volunteer for any of these teams. Shelly.Bartron@ks.gov or Sara.Spinks@ks.gov

Anthony Fadale:
Working on projects that will use the ITEC policies.

Lee Allen-Update:
- DCaaS: (Data Center as a Service)
  - The data centers in the Topeka campus are in SCOPE.
  - Unisys provides Datacenter co-location.
  - Managed cloud services for other cloud offerings, i.e., Google, Oracle, Amazon
  - Unisys is in Discovery stages to make migration groups and those migration groups will decide in what order the migration occurs.
  - The first migration group will be later this year. Lee meeting with Unisys to get an update.
  - This is a big priority due to the aged infrastructure of the existing data centers.
  - This is a move to get us out of high risk situation and be in an updated environment.

  Question:
  Will migration begin in larger agencies?

Answer: Migrations will be based on application, architecture, and dependencies between applications, not necessarily by Agency.

- OITS has stood up a consolidated Service Desk. A number of Executive Branch agencies have been onboarded. Should be finished by February 19. The central service desk and the tool supporting it, ServiceNow, will allow us to develop metrics and measure the work that IT is providing the State.
- NaaS: (Network as a Service)
  - In planning stages.
  - Will look at next fiscal year for possible implementation

Open Discussion:
Rod Blunt: Please engage with the CISO office to use services the security office is providing.

No other comments.

Attendees: (that signed in)
Lee Allen-EBIT CITO, Ken Nelson-GIS, David Marshall-KCJIS, Cindy Hooper Bears-Treasurer's Office, Darren Dreier-Lottery, Adrian Guerrero-KSBN, Glen Yancey-KDHE, Jeff Neal-KDOT, Dan Lake-KRGC, Cole Robison, KITO, Nolan Jones-KIC, James Adams-KIC, Steve Funk-KBOR, Shaun Glaubitz-KRGC, Joe Mandala-KBI, Gary Knoles-KBI, Breana Berroth-KDHE, Jared Meier, KBI, Rod Blunt-OITS, Julie Cooke-KSDT, Megha Jain-KDOT, Jeff Maxon-OITS, Jim Haugh-KDC, John Cahill-KDOL, Ron Kaufman-KDWPT, Sam Williams-KDOR, Shelly Bartron-OITS, Donna Shelite-OITS, Courtney Fitzgerald-OITS, Sara Spinks-OITS, Carolynn Ingram-OITS, Travis Combes-OITS, Julie Niehues-OITS, Glen Yancey-KDHE, Chris McGinley-KDHE, Jeff Scott-KDOR, Michael Roush-KDHE, Jessica Bass-KU, Rusty Burdette-KDHE, Julie Cook-DoE, Jared Moen-KDHE, Kurtis Tuck-KBI, Parrish Whistler-DCF, Tom Day-Leg CITO, Tom Hawk-Senator, Anthony Fadale-DCF, Matt Veatch-KSHS,
On Phone: Travis Rail-DoAg, Jack McCart-Human Services

Next Meeting: November 20, 2018 | 1:30pm-3:30pm | 2722 SW Topeka Blvd, Topeka, KS