

MINUTES

Information Technology Advisory Board (ITAB)

February 19, 2019 1:30pm

Nickell Armory, Rm 166

2722 SW Topeka Blvd., Topeka, Kansas 66611

Call in info: **1 (785) 414-8630, 71907518#**

Opening Welcome: Lee Allen

Lee introduced our new CITA (CTO) Eric Davis. Eric provided a brief explanation of his background.

CITO Update: Lee Allen

3-Year Agency IT plan:

We are working on the 3-year Agency IT plan. Determining what needs to be captured to make it a valuable tool going forward. The strategic plan will be more flexible and outline successes, current projects and those coming in the near future. The OITS IT plan will support agency IT plans going forward.

The COO position is currently being filled.

This position will be responsible for Operational functions in EBIT. Lee hopes to make some announcements next week.

DCaaS (Data Center as a Service):

Currently migrating OITS and then will do a pilot for KDOR & KDOT this week.

Question:

What should IT look like for core infrastructure services?

Answer: Eric will help define what those services include. Governor Kelley is aware of the details that encompass the core services (common across all agencies).

NaaS: (Network as a Service):

There will be two RFPs published shortly.

1. Professional services contract to help with the review and contract negotiations that will include a 3-4 week period to finalize a managed services agreement that will meet our objectives. This RFP is at Gov's office currently. Will be posted as quick as we can.
2. Technical Implementation and Execution RFP.

Funding for DCaaS & Service Desk:

These costs will be worked as a separate piece of the budget.

Legislative Update: Courtney Fitzgerald

If you have any feedback for the below bills or other bills that have an IT component, please send to Courtney Fitzgerald. Reach out to Courtney, Rod or Lee if you need assistance with IT related fiscal notes, etc.

SB56/HB2115: Requiring verification of certain hours billed by contractors under certain state contracts. OITS prepared testimony which will be provided if this bill is heard. A hearing has not been scheduled to date. Contracted employee billing work toward the state to ensure productivity. Transparent business.com was identified as a lobbyist that have introduced similar bills in 12-14 other states.

SB57: Requiring review of information technology contracts over \$3 million by the joint committee on information technology prior to execution.

HB2219: Requiring bodies subject to the Kansas open meetings act to record proceedings and make the recordings available to the public. Cole Robison has asked for verbiage to be added to be ADA compliant.

HB2008 (Daylight Saving Time bill): We have provided a fiscal note with impacts if this bill is passed.

The OITS budget will be heard today (2/19) in the House General Government Budget.

ITEC Approved Policies:

- 1210 Policy ADA updates were approved at the December 11, 2018 ITEC Meeting.
- 7220, 4210 & 7310 Security related polices rescinded effective Jan 10, 2019. These policies were made obsolete by policy 7230a.

ITEC Policies Updates (See backside for list)

7230a Policy: ITSC – John Godfrey

- The board asked that some adjustments be made.
 - The definition of a user has been updated and is consistently used throughout the policy.
 - Security awareness training and how it is linked to a user.
 - Sunset provision: Language has been added indicating entities must ensure compliance or non-compliance no less than 3 months from effective date. If non-compliant, agency must document why they have not met the requirements of the policy. Committee feels it is a reasonable approach. This is not intended to allow noncompliance but will allow agencies the opportunity to make decisions and be accountable for the policy adherence. The noncompliance disclosure must be on file when LPA does an audit. Bottom line: The Secretary of the agency is accountable for compliance.
 - Definition section is now in alphabetical order.
 - Rescission of Policy 7305 (mobile devices). Modified this policy and put into 7320a. The Information Technology Security Council approved changes on Friday of last week.
 - Policy 7320a will be presented at ITEC on March 5th.

1500 Series Update: Lee Allen for Travis Rail:

- Retain intellectual property on behalf of the state.
- Nothing needs changed. We recommend that people be made aware of the policy.
- We will send this to chief legal and IT leadership for dissemination. **ACTION ITEM**

2000 Series Update: Sara Spinks

- Project Management: Still working on suggested updates. Once we have a draft ready it will be presented at the ITAB meeting.
- If anyone has feedback or is interested in joining this committee, please contact Sara Spinks.
- Emporia State staff volunteered to help with this policy. Cory Falldine

6000 GIS Policies: Report sent in from Ken Nelson.

- 6180/6180A (Water utility data standard) - the Kansas Water Office has completed a review of the standard and indicated that only minor edits are required. I have one homework assignment to complete which is to track down the existence and/or use of a specific data model related to this standard. We should be able to present a draft policy revision update at the next ITAB meeting.
- 6120/6210A (Cadastral standard) - the Kansas Department of Revenue's Division of Property Valuation (PVD) is our lead organization on this standard/policy update. We met with the PVD Director and staff in January to defining the scope and goals of the standard update, and to discuss other state, local, and private representatives we'd like to involve in the process. We had originally planned to meet in December, but schedules did not permit.
- 6100 (metadata standard) - DASC is leading this effort. We've studied the new ISO 19115 and have surveyed the implementation of this standard at the state level in the Midwest region. Our next step is to

flesh out the new policy, transition steps, and timeline within committee. I thought we'd be a little further down the road on this one, but I think we should be able to present a draft to the ITAB at the next meeting.

- Contact Ken or Sara if you have feedback.

8000 Series (Shared Solutions)

- Need volunteers.
- Reach out to Lee or Shelly to volunteer.

Other Updates on other policy re-write efforts

- Shelly will reach out to everyone for a status.
- If you are struggling with your policy review and need help, contact us.

CISO Update - Rod Blunt

- The Services catalog is almost ready to be sent out for review. It will be an online catalog.
- New Cybersecurity rate and how it will affect agencies. Rod will be meeting with the Director of Budget to ease folks into (last year, page 106) this new rate/budgetary item.

Open Discussion

Lee: The Cybersecurity rate will be worked through together.

Going forward we will act with authority when we have authority and act on budget items when we have a budget. Will no longer be doing non-budgeted efforts.

Q. Is there an IT 3-year plan template?

A. We are working on an updated template now and will bring to ITAB once it is finished.

Anthony Fadale reported that he has informed the State Commission of Disability Concerns committee of the approved update to Policy 1210.

Anthony is willing to work with anyone that needs assistance with policy rewrites.

Those in attendance:

Lee Allen, CITO - OITS	Courtney Fitzgerald - OITS	David Marshall – KCJIS	Tiernan Good – KS Fiber Net
Shelly Bartron - OITS	Jim Haugh – Commerce	Steve Funk – KBOR	Dennis Bachman – KRGC
Sara Spinks – OITS	Kelly Johnson - KHP	Matt Veatch – KSHS	Brian Cross – Treasurer
Cole Robison – OITS	Rod Blunt, CISO -KISO/ OITS	Grant Gordon – PayIt	Katrin Osterhaus – LPA
Ron Kaufman – KWLPT	John Godfrey – KU Med	Mike Wons – PayIt	Eric Davis, CITA – OITS
Steve Gutierrez – Lottery	Jeff Maxon – OITS/KISO	Michael Troxell – KSBIDS	Duncan Friend – INK
Darren Dreier – Lottery	Terry Dickson - Treasurer	Nolan Jones – KIC	Todd Waltman – Oracle
Shaun Glaubitz – KRGC	Denise Grau – KCC	Travis Combes - OITS	*Many others via phone

Future 2019 ITAB Meetings:

May 21, 2019 Location: 2722 SW Topeka Blvd, Eisenhower Rm 169-171

August 20, 2019 Location: Statehouse, RM 346-S (Old Supreme Court Rm)

November 19, 2019 Location: 2722 SW Topeka Blvd, Eisenhower Rm 169-171

Kansas Information Technology Executive Council (ITEC)

Kansas Information Technology Policies and Guidelines

Policies & Guidelines

JCIT Policy 1 - Review of Proposed Projects

JCIT Policy 2 - Review of Active Projects

Guideline 6401 - Email Guidelines

Guideline 9501 - Interim Wireless Security Architecture

1000 Series - Applications/Software

Policy 1100 - Software Licensing

Policy 1200 - Acceptable Internet Use

Policy 1210 - Web Accessibility Requirements

Policy 1500 - Software Code

2000 Series - Project Management

Policy 2400 - IT Project Approval *Revised*

Policy 2400A - IT Project Plan Instructions *Revised*

Policy 2500 - IT Project Status Reporting *Revised*

Policy 2510 - IT Project Oversight *Revised*

Policy 2510A - IT Project Oversight Guidelines *New*

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

Policy 4210 - Network Security Architecture

5000 Series - Business

Policy 5300 - Business Contingency Planning

Policy 5310 - Business Contingency Implementation

6000 Series - Data / Records / Content

Policy 6100 - GIS Metadata Policy

Policy 6120 - GIS Cadastral Policy

Policy 6120A - GIS Cadastral Standard

Policy 6180 - Water Utility Data Policy

Policy 6180A - Water Utility Data Standard

Policy 6200 - Date Data Policy

7000 Series - Security

Policy 7220 - KANWIN Security Policy

Policy 7230 - Enterprise Security Policy *Revised*

Policy 7230A - Default Security Requirements - Nov 2014 *Revised*

Policy 7300 - Security Council Charter

Policy 7305 - Portable Electronic Device / Media Encryption

Policy 7310 - IT Security Self-Assessment

8000 Series - Shared Solutions

Policy 8000 - Data Administration Program

9000 Series - Infrastructure

Policy 9200 - Public Key Infrastructure

Policy 9200A - Kansas PKI Certificate Policy Ver 2.1

Policy 9210 - Identity Management Group Charter

Policy 9500 - Wireless LANs