



IT Leadership Council

A Subcommittee of the Idaho Technology Authority
Jennifer Dvorak, Chair
Tyler Jackson, Vice Chair

IT Leadership Council (ITLC) Regular Meeting August 20, 2024 at 1:30 pm MT DRAFT MINUTES

1. Welcome and Introductions – *Presented by Jennifer Dvorak, Chair*

The regular meeting of the IT Leadership Council (ITLC) was held on Tuesday, August 20, 2024 at 11331 W. Chinden Blvd, Boise ID, Conference Room 214, and via webinar. The meeting was called to order at 1:33 p.m. MT. A quorum was present. Ms. Dvorak welcomed the committee.

Members Present:

- Jen Dvorak, Idaho Courts, Chair
- Tyler Jackson, Information Technology Services, Vice Chair
- Alvino Artalejo, Department of Health and Welfare
- Marc Norton, Idaho Tax Commission
- Bill Finke, Idaho Transportation Department
- Larry Sweat, PERSI
- Decar Scaff, State Board of Education
- Catie Wiseman, Division of Liquor
- Randi Bristol-Hogue, Department of Correction
- Greg Schenk, State Controller's Office
- Kayne Tisdale, Idaho State Police
- Cody McRoberts, Secretary of State

Members Not Present:

- Seth Hobbs, Department of Parks and Recreation
- Chris Robison, Department of Fish and Game
- VACANT, Department of Labor
- VACANT, Idaho Military Division
- VACANT, Department of Education
- VACANT, Department of Insurance
- VACANT, Department of Lands

REGULAR—ACTION ITEM(S)

2. Approval of Draft Minutes—June 18, 2024 Regular Meeting

Committee Action: Marc Norton made a motion to approve the minutes from the June 18, 2024 meeting as presented. Randi Bristol-Hogue seconded. Motion passed unanimously.

3. ITA Policy P1040 - Email and Electronic Messaging – Presented by Jennifer Dvorak, Chair

Discussion: This is a modification to an existing policy, including title and terminology, authority, and definitions.

Committee Action: Larry Sweat made a motion to approve P1040. Bill Finke seconded this motion. No discussion. Motion approved.

4. ITA Policy P4150 – Privacy Policy – Presented by Elizabeth Knox, ITS

Discussion: This is a modification to an existing policy including moving definitions to ITA Guideline G105 Glossary, adjusting requirements, and standardized the use of agencies.

Committee Action: Mr. Sweat made a motion to approve P4150. Mr. Finke seconded this motion. No discussion. Motion approved.

5. ITA Policy 4110 – Agency Cybersecurity Coordinator – Presented by Elizabeth Knox, ITS

Discussion: This is a modification to an existing policy, including changing the name from Agency IT Security Coordinator to Agency Cybersecurity Coordinator, realigned requirements, and updated references.

Discussion followed. Standards will be updated once policies are approved. It will be up to agencies to create their practice.

Committee Action: Ms. Bristol-Hogue made a motion to approve P4110 with grammatical edits. Mr. Norton seconded this motion. No further discussion. Motion approved.

6. ITA Policy P4140 – Cybersecurity Framework – Presented by Elizabeth Knox, ITS

Discussion: This is a modification to an existing policy, including updated requirements to the current NIST Cybersecurity Framework, and updated references.

Committee Action: Mr. Sweat made a motion to approve P4140. Catie Wiseman seconded this motion. No discussion. Motion approved.

7. ITA Policy 4501 – Least Privilege – Presented by Elizabeth Knox, ITS

Discussion: This is a modification to an existing policy, including moving definitions to ITA Guideline G105 Glossary and updating references.

Committee Action: Mr. Sweat made a motion to approve P4501. Mr. Norton seconded this motion. No discussion. Motion approved.

8. ITA Policy P4502 – Privilege Access Management – Presented by Elizabeth Knox, ITS

Discussion: This is a modification to an existing policy, including removing mentions of non-privileged user accounts, and updated references.

Committee Action: Greg Schenk made a motion to approve P4502. Mr. Sweat seconded this motion. No discussion. Motion approved.

9. ITA Policy P4503 – Identity and Access Management – Presented by Elizabeth Knox, ITS

Discussion: Policy P4503 was reviewed with no changes.

Committee Action: Mr. Norton made a motion to approve P4503. Alvino Artalejo seconded this motion. No discussion. Motion approved.

10. ITA Policy P4505 – Cybersecurity Awareness Training – Presented by Elizabeth Knox, ITS

Discussion: This is a modification to an existing policy, including updated formatting, removed supplemental information that belongs in a standard, and clarified responsibilities of the state and agencies.

Committee Action: Mr. Sweat made a motion to approve P4504. Ms. Wiseman seconded this motion. No discussion. Motion approved.

INFORMATION/DISCUSSION

11. Procurement Update—Presented by Mike Gwinn, Division of Purchasing

Discussion: Mr. Gwinn provided updates on the following:

- **Conference Room IT Peripherals** – Currently looking for new functionality and full-package contract. To be posted by the end of August.
- **IT Optics and Peripherals** – Currently looking for existing agency contracts that aren't on the statewide contract. Should be out in September.
- **Multi-Function Devices** – This is a new contract with a comprehensive portfolio. Now includes six contractors, adding back in previous vendors that had been dropped in the last contract. Now able to purchase software specific to sellers.

12. IT Vendor Managed Services - Presented by Amy MacDonald, CAI

Presentation: Ms. MacDonald provided an overview of the IT Vendor Managed Service contract currently with the state. She discussed:

- staff augmentation and workforce solutions
- Overview of the contract
- Workflow process for staff

- Agency roles and expectations
- CAI's roles and expectations
- Supplier/vendor role (200+ suppliers).

Discussion: How payments work, and examples of a development project.

Board Recommendation: Lexci Armstrong to email Ms. MacDonald's PowerPoint to the committee members and stakeholders.

13. Other Business

No other business was discussed.

14. Adjourn

Board Action: Mr. Norton moved to adjourn the meeting. Ms. Bristol-Hogue seconded the motion. The meeting adjourned at 2:32 p.m. MT.

Next Meeting: October 15, 2024