



IT Leadership Council

A Subcommittee of the Idaho Technology Authority

Scott Bennett, Chair

Brigitte Teets, Vice Chair

IT Leadership Council (ITLC) Regular Meeting

December 16, 2025, at 1:30 pm MT

DRAFT MINUTES

1. Welcome and Introductions — Presented by Scott Bennett, Chair

The regular meeting of the IT Leadership Council (ITLC) was held on Tuesday, December 16, 2025 at 11341 W. Chinden Blvd, Boise ID, Conference Room 211, and via webinar. The meeting was called to order at 1:34 p.m. MT. A quorum was present. Mr. Bennett welcomed the committee.

Members Present:

- Scott Bennett, Department of Labor, Chair
- Brigitte Teets, Information Technology Services, Vice Chair
- Alvino Artalejo, Department of Health and Welfare
- Marc Norton, Tax Commission
- Greg Schenk, State Controller's Office
- Branden Kennah, PERSI
- Cody McRoberts, Secretary of State
- Ross Houck, Idaho State Police

Members Not Present:

- Jen Dvorak, Idaho Courts
- Kaylene Hoyt, Department of Education
- Bill Finke, Idaho Transportation Department
- Seth Hobbs, Department of Parks and Recreation
- Randi Bristol-Hogue, Department of Corrections
- Decar Scaff, State Board of Education
- VACANT, Division of Liquor
- VACANT, Division of Military
- VACANT, Department of Lands
- VACANT, Department of Insurance
- VACANT, Department of Fish and Game

REGULAR—ACTION ITEM(S)

2. Approval of draft minutes—June 17, 2025, Regular Meeting

Committee Action: Mark Norton made a motion to approve June's meeting minutes. Brigitte Teets seconded this motion. Motion passed unanimously.

3. ITA Policy P2045 – Risk Management Program – Presented by Elizabeth Knox, Information Technology Services

Discussion: Ms. Knox reviewed the changes implemented to this policy with the committee. Changes include policy title change from "Risk Management Program" to "IT Risk Management Program" to reflect the policies scope, structure and clarity improvements, assessment requirements expanded, corrective action plan (CAP) requirements removed, introduced Risk Register Documentation, clarification of Risk Ownership, and adjusted ITS/CISO role. Ross Houck asked if responsible parties for risk ownership is clarified. Ms. Knox suggested "responsible party within the agency" be added.

Committee Action: Mr. Artalejo made a motion to approve policy P2045 with suggested change added. Mr. Houck seconded this motion. Motion approved unanimously.

4. ITA Guideline GXXX – IT Risk Assessment and Response – Presented by Elizabeth Knox, Information Technology Services

Discussion: Elizabeth Knox provided details to this newly created guideline including that the guideline was created to establish a standardized, proactive, and repeatable risk management process that insures agencies the following –

- Identify and evaluate cybersecurity threats
- Maintain the confidentiality, integrity, and availability (CIA) of information systems
- Make informed decisions based on documented risk assessments
- Comply with regulatory, audit, and operational requirements
- Promote accountability and continuous improvement across the system and project lifecycle

Committee Action: Mr. Houck made a motion to approve GXXX as written. Mr. Norton seconded this motion. Motion passed unanimously.

INFORMATION/DISCUSSION

Enterprise Contract Update—Presented by Chris Carlisle, Information Technology Services

Discussion: Mr. Carlisle provided an update on the following Enterprise contracts –

- *Adobe ETLA Negotiation:* fought to limit steep price increase after five years of price locked benefit to the state, forced to shift from an unlimited Acrobat Pro license per user licensing, significant increase in usage across the state, impacts caused by license model shift, and three-year agreement with options to renegotiate at each annual true up.
- *Microsoft Agreement:* negotiating will begin as early as January 2026.
- *VMWare Licensing:* still available to non-ITS state and local government entities in Idaho (contact Chris Carlisle for more info – chris.carlisle@its.idaho.gov)
- *Palo Alto ESA/ELA:* work currently being done to secure ongoing enterprise agreement. Palo Alto eco system is protecting the entire state providing tremendous value.
- *Broadband Contract Extensions:* these have been signed in anticipation of solicitation to replace our circuit contract.

Procurement Update—Presented by Mike Gwinn, Division of Purchasing

Discussion: Mr. Gwinn provided updates on the following Procurements:

- *Cybersecurity Services:* the state of Idaho led RFP with NASPO, cooperative contract available to other states across the country. We have managed this portfolio for the last 6-7 years. This was up for bid last spring, so we worked with NASPO on an RFP for cybersecurity and information services. Had participating states on our evaluation team (Oregon, California, and Texas). When we did the RFP in May we had 59 different bidders and awarded 11 different suppliers over 4 categories. Working with NASPO to get master agreements in place with the suppliers we awarded so other states, including Idaho, can drop participating addendums.
- *Internet and Telecom Services Rebid:* the contracts we currently have have been extended to June 30, 2026. DOP ran solicitation and we are in the evaluation phase of the solicitation.

Cyber Overview—Presented by Jerred Edgar, Information Technology Services

Discussion: Mr. Edgar provided a Cyber Update including Operation Cyber Idaho, Idaho Readiness Training, Cyber Discovery 2025, Apprenticeship Program, and Threat Activity.

- Operation Cyber Idaho: enhance Idaho's cyber resilience through competence, trust, and collaboration.
- Idaho Readiness Training: FY2025 completed 19 cyber events including cities, counties, school districts, agencies, tribes, and higher education.

- Cyber Discovery: increase of 44 participants in 2025 from 2024. Exercise done on the state network (real risk and reward). This would cost Idaho roughly \$1.8M to bring someone in to complete.
- Apprenticeship Program: currently 33 onboard. Targeting counties, cities, and schools. These are the entities that have provided paperwork to work with ITS.

Artificial Intelligence (AI) Update – Presented by James Palmer, Information Technology Services.

Discussion: Mr. Palmer provided two AI updates, including ITS has approved Microsoft 365 Copilot for the use of level 1, 2, and 3 data. This includes Microsoft Copilot chat (free) included to anyone who has Microsoft 365, Microsoft 265 copilot (paid license version). Both options are covered by Microsoft enterprise data protection framework – this guarantees agencies data is secured at the tenant level. ITS is sending communication to agencies around AI today. Information on ITS website is available as well. ITS has released an AI assessment form inside of ServiceNow, this allows agencies to submit use cases to ITS for ITS's internal Enterprise Architecture team to review.

Other Business

Adjourn

Board Action: Marc Norton made a motion to adjourn the meeting. Ms. Teets seconded this motion. Meeting ended at 2:09pm MT.

Next Meeting: February 17, 2026