Idaho Technology Authority
Alberto Gonzalez, Chair

Idaho Technology Authority (ITA) Regular Meeting
January, 27, 2026 at 10:00 a.m. MT
DRAFT MINUTES

1. Welcome and Introductions – *Presented by Alberto Gonzalez, Chair*

The Idaho Technology Authority meeting (ITA) was held on Tuesday, January 27, 2026, at 11341 W. Chinden Blvd, Boise ID, Conference Room 210, and via Teams.

The meeting was called to order at 10:03 a.m. MT and roll call was taken. A quorum was present.

Members Present:

- Alberto Gonzalez, Information Technology Services, Chair
- Scott Smith, State Controller's Office
- Michael Pearson, Department of Health and Welfare
- Scott Bennett, Department of Labor
- Dave Tolman, Idaho Transportation Department
- Randi Bristol-Hogue, Department of Correction
- Justin Collins, Division of Financial Management
- Ben Call, Idaho Military Division
- Megan Wheatley, IGC-EC Chair
- Chris Campbell, State Board of Education
- Faith Knowlton, Department of Administration

Members Not Present:

- Lt. Col. Russ Wheatley, Idaho State Police
- Rep. Steven Tanner, Idaho House
- Sen. Carrie Semmelroth, Idaho Senate
- Terri Kondeff, Legislative Services Office
- Vacant, State Employee Appointee
- Vacant, Private Sector Appointee
- Vacant, Idaho Supreme Court

ACTION ITEM(S)

2. Approval of Draft Minutes — September 4, 2025, Regular Meeting

   Committee Action: Michael Pearson made a motion to approve the meeting minutes. Scott Smith seconded. No discussion. Motion passed.

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

   Discussion: Ms. Knox reviewed the changes to the policy including updating the policy title from "Risk Management Program" to "IT Risk Management Program" to better reflect the policy's scope and focus on information technology, removed the mention of "electronic data" and emphasized "all information systems and infrastructure", reorganized content to clearly defined sections, replaced the three-year cyclic assessment model with a more flexible risk-based approach, removed requirement of creating a CAP within 30 days of assessment findings, and added a new requirement that risks must be acknowledged by responsible parties ensuring accountability.

   Committee Action: Scott Bennett made a motion to approve P2045. Mr. Smith seconded. No further discussion. Motion passed.

4. AI Data Governance Subcommittee Chair Appointment— Presented by Alberto Gonzalez, Chair

   Discussion: Megan Wheatley was nominated as the Idaho Geospatial Counsil Executive Committee (IGC-EC). She has an extensive background in GIS and a strong commitment to improving stakeholder engagement across Idaho including state, federal, tribal, local government, and private sector seats.

   Committee Action: Mr. Smith made a motion to approve Megan Wheatley as the IGC-EC chair. Mr. Bennett seconded. Mr. Chair thanked Ms. Wheatley for her dedication and willingness to run as chair. No further discussion. Motion passed.

5. AI/ Data Governance Subcommittees — Presented by Alberto Gonzalez, Chair

   Discussion: Mr. Chair appointed Taylor Bothke as chair of the AI/Data Governance Subcommittee. Ms. Bothke is ITS's Chief Privacy Officer as well as having a high involvement with ADA and leading the AI proof of concept. Discussion was had around the need for diverse membership, including constitutional officers, large and small agencies, higher education, and representatives from other subcommittees, with a plan to develop bylaws and a charter. Ms. Bothke will propose the membership and outline of this subcommittee for review at the next ITA meeting.

   Committee Action: Mr. Bennett made a potion to approve Taylor Bothke as the AI/Data Governance Subcommittee Chair. Megan Wheatley seconded. No discussion, motion passed.

6. **Other Business**

7. ITA Guideline G525 – IT Risk Assessment and Response Guideline — Presented by Elizabeth Knox, Information Technology Services

   Discussion: Ms. Knox presented Guideline G525 which establishes a standardized risk management process for Idaho agencies, clarifying its distinction from project risk assessment guidelines. This guideline pairs with Policy P2045, designed to help identify and evaluate cybersecurity threats, safeguard information systems, and make decisions based on documented risk assessments.

   Mr. Bennett asked if there is a cross over between Guideline G125 and Guideline G525? Ms. Knox clarified that G525 focuses on IT risks, while G125 is being updated to reflect focus on project risks. The two Guidelines are separate but can compliment each other.

8. ADA Update — Presented by Taylor Bothke, Information Technology Services

   Discussion: Taylor Bothke provided an update on ADA compliance efforts, including the use of the Siteimprove tool, chargeback model, PDF remediation survey, and upcoming April compliance deadline.

   Siteimprove Tool Usage: Ms. Bothke reported that 123 sites are currently using this automated scanning tool, with an average accessibility score of 85.9%, and clarified that participation is open to all agencies based on page count.

   Chargeback Model and Funding: Ms. Bothke updated the committee on progress made with the chargeback model for the Siteimprove tool; once this is complete a notice will be provided to appropriate agencies for usage prior to incurring costs. Failure to reply will result in removal of sites. Mr. Smith questioned whether this charge could be a service ITS provides through a statewide contract, as a software every agency could use? This will be considered and followed up on at the next meeting. Ms. Wheatley asked what would happen if agencies have a vendor contract to maintain their website. Mr. Chair responded that there are agencies currently contracted out with their websites, but those contracted vendors don't always scan for ADA. ADA tools/costs will be revisited at the next ITA meeting. Siteimprove is for public facing websites only.

   PDF Remediation Survey: Agencies have demonstrated interest in PDF remediation software or services. ITS will send a survey to collect interest statewide to ensure enterprise contracting cost savings as much as possible. This cost will not be eligible for Citizen Engagement funding. April 2026 is the deadline for ADA.

   ADA Procurement and Contracts: ITS is working with DOP to include ADA requirements in procurement and contract language. RFPs will include ADA evaluation criteria, and trainings, resources, and guidance materials are being developed for procurement staff.

9. Budget Update/ Legislative Session — Presented by Alberto Gonzalez, Chair

   Discussion: Mr. Chair and other members discussed the impact of budget constraints across state agencies. He explained that FY26 and FY27 line items and project requests are largely not happening, prompting agencies to reprioritize and innovate with available funds. ITS is reconciling agency requests vs. what is recommended. End points should be last priority. Bandwidth is most important to ITS due to the capacity being supported. Dave Tolman asked

about communication with budget teams and legislators, Mr. Chair described ongoing discussions with LSO, DFM, and the governor's office, emphasizing the critical nature of security and network upgrades.

10. IGC-EC Updates — Presented by Megan Wheatley, Idaho Department of Fish and Game

Discussion: Ms. Wheatley recognized Sydney Lewis from the Idaho Transportation Department for her years of service being Chair of the IGC-EC. Beginning in March, the IGCEC will work with board members and stakeholders to update and review the Idaho geospatial strategic plan, with input from educational institutions and other groups. The council maintains 17 technical working groups focused on different data sets for the Idaho map and is evaluating which groups are active and where consolidation can improve engagement. The focus is on identifying and sharing authoritative data sets, such as roads, parcels, and address points, with attention to data governance and sensitivity tagging. The Idaho Lidar Consortium, in partnership with Keith Weber and BSU, works closely with USGS and the governor's office to expand lidar functions and educate stakeholders.

11. Cyber Update — Presented by Jerred Edgar, Information Technology Services

Discussion: Mr. Edgar provided a cyber update around the following topics:

Cyber Assessments and Training: Operation Cyber Idaho conducted 19 cyber assessments across the state last year, partnering with the National Guard and external partners, providing significant value and improving risk posture.

Cyber Discovery Events: The cyber discovery event had 94 participants and 10 external partners, with 162 actions taken to address threats, simulating real world scenarios and validating defense capabilities.

Apprenticeship Program: The apprenticeship program launched in July, placing apprentices in counties, school districts, and cities, with a focus on maturing the process and supporting local jurisdictions in cyber risk assessments and remediation.

Threat Activity and Mitigation: Recent threat activity included 230 million threats in a 30-day window, with mitigation efforts such as geo-blocking and improved vulnerability management reducing exposure.

12. Artificial Intelligence Update — Presented by James Palmer, Information Technology Services

Discussion: James Palmer, ITS's AI architect, updated the committee on Microsoft 365 Copilot approval, AI use cases, licensing, security, and ongoing efforts to educate agencies and develop governance frameworks for responsible AI adoption.

Microsoft Copilot Approval: ITS approved the use of Microsoft 365 Copilot for level 1, 2, and 3 data, providing agencies with secure AI capabilities integrated with their O365 licenses, and published supporting documentation and videos that can be found on ITSs website.

Licensing: Agencies can use the free Copilot chat or purchase licenses for advanced features by submitting a procurement request.

Security and Data Protection: Mr. Palmer explained that Copilot adheres to enterprise data agreements and security settings and discussed the ongoing elevation of other AI platforms for secure use with sensitive data.

Education and Governance: Educating agencies on AI use cases, encouraging submission of innovation assessment forms, and developing governance frameworks, including data labeling and role-based controls, to ensure responsible AI adoption.

Data Hygiene and Labeling: Efforts are underway to roll out sensitivity labels and improve data hygiene, with resources and training being developed to support data literacy and proper classification.

Adjourn

Mr. Smith made a motion to adjourn the meeting. Ms. Wheatley seconded.

Meeting was adjourned at 11:47 am M.T

Next Meeting: TBD