



IT Leadership Council

A Subcommittee of the Idaho Technology Authority

Scott Bennett, Chair

Brigette Teets, Vice Chair

IT Leadership Council (ITLC) Regular Meeting

August 18, 2026, at 1:30 pm MT

APPROVED MINUTES

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

The regular meeting of the IT Leadership Council (ITLC) was held on Tuesday, August 18th, 2026, at 11341 W. Chinden Blvd, Boise ID, Conference Room 210, and via Teams. The meeting was called to order at 1:33 p.m. MT. A quorum was present. Mr. Bennett welcomed the committee.

Members Present:

1. Scott Bennett, Department of Labor, Chair
2. Brigette Teets, Information Technology Services, Vice Chair
3. Tony Adams, Supreme Court
4. Bob Leake, Department of Corrections
5. Isaac Joyner, Tax Commission
6. Ross Houck, State Police
7. Decar Scaff, State Board of Education
8. Kaden Sinclair, Department of Fish and Game
9. Chris Young, Department of Health and Welfare
10. Greg Schenk, State Controller's Office
11. Brandon Kennah, PERSI

Members Not Present:

- Cody McRoberts, Secretary of State
- Sydney Lewis, Transportation Department
- Seth Hobbs, Department of Parks and Recreation
- VACANT, Division of Insurance
- VACANT, Division of Military
- VACANT, Department of Liquor
- VACANT, Department of Lands

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REGULAR—ACTION ITEM(S)

2. Approval of draft minutes—June 16, 2026, Regular Meeting

Committee Action: Ross Houck made a motion to approve June’s meeting minutes. Decar Scaff seconded this motion. Motion passed unanimously.

3. ITA Policy P3010 - Telephony Systems and Services - Presented by Elizabeth Knox, Information Technology Services

Discussion: Ms. Knox presented proposed updates to ITA Policy P3010, including a revised title from Telecommunications Switching and Long Distance to Telephony Systems and Services. The updated policy modernizes the state’s telephony governance framework by expanding its scope beyond legacy switching and long-distance services to include Voice over Internet Protocol (VoIP), Session Initiation Protocol (SIP) trunks, cloud fax, and other cloud-integrated telephony services.

Kaden Sinclair asked how feedback to the policy working group is addressed. It was clarified that the process is guided by statutory authority. Ross Houck expressed concerns regarding ITS making decisions unilaterally.

Committee Action: Brigitte Teets made a motion to approve policy P3010. Motion died for lack of a second.

4.A. ITA Policy P4540 - Wireless Security for State Local Area Networks - Presented by Elizabeth Knox, Information Technology Services

Discussion: Ms. Knox presented proposed updates to ITA Policy P4540. The policy modernizes the ITA’s wireless local area network security policy by directing agencies to implement technical controls specified in ITA Standard S3530 and to use ITA Guideline G530 for implementation guidance. The update clarifies expectations for secure configuration, continuous monitoring and maintenance, approved enterprise encryption methods, authentication and authorization, and the exemption process under ITA Policy P1010.

Kaden Sinclair raised questions regarding budgetary concerns and constraints. Scott Bennett explained that there is a default two-year implementation timeline. Chris Young asked what the ITS implementation process would look like. Chris Carlisle explained that replacement items would be identified and incorporated into the agency’s budget packet for review and approval.

Committee Action: Ross Houck made a motion to approve P4540 as written. Decar Scaff seconded the motion. Motion passed unanimously. No Discussion.

4.B. ITA Standard S3530 - Network Connectivity Wireless LAN - Presented by Elizabeth Knox, Information Technology Services

Discussion: Ms. Knox presented proposed updates to ITA Standard S3530. The updated standard modernizes the state's wireless local area network requirements by replacing outdated wireless technologies with current IEEE and Wi-Fi Alliance standards, including Wi-Fi 6, Wi-Fi 6E, and Wi-Fi 7. Security requirements are strengthened through WPA3 Enterprise, Protected Management Frames, certificate-based 802.1X/EAP-TLS authentication, Opportunistic Wireless Encryption (OWE) for guest WLANs, zero-trust segmentation, FIPS-aligned cryptographic requirements, and updated administrative, logging, and monitoring controls.

Committee Action: Ross Houck made a motion to approve S3530 as written. Kaden Sinclair seconded the motion. Motion passed unanimously. No Discussion.

4.C. ITA Guideline G530 - Wireless LAN Implementation Guidance - Presented by Elizabeth Knox, Information Technology Services

Discussion: Ms. Knox presented proposed updates to ITA Guideline G530. The updated guideline provides practical implementation guidance for securing wireless LAN across the State environment and aligns with the updated S3530 wireless LAN standard. The guideline recommends modern Wi-Fi 6/6E or newer technologies, centralized WLAN management, RF planning, network segmentation, certificate-based 802.1X/EAP-TLS authentication, WPA3-Enterprise with Protected Management Frames, and secure guest and IoT networks. Additional guidance addresses device management, AP/controller configuration, rogue access point detection, firmware updates, RF interference, logging and monitoring, incident response, physical security, and administrator/end-user training.

Committee Action: Brigitte Teets made a motion to approve G530 as written. Chris Young seconded the motion. Motion passed unanimously. No Discussion.

5.A. ITA Policy P4530 – Cleansing Data From Surplus Computer Equipment - Presented by Elizabeth Knox, Information Technology Services

Discussion: Ms. Knox presented proposed updates to ITA Policy P4530. The policy establishes minimum requirements for sanitizing State-owned information storage media before equipment is surplus, transferred, traded-in, disposed of, reassigned, or replaced. The update aligns sanitization requirements with the current revision of NIST Special Publication 800-88 and clarifies approved clear, purge, and destroy methods, including the requirement that SSDs use cryptographic erasure or destruction. The policy

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also expands applicability to magnetic drives, flash storage, removable media, and embedded storage in network and mobile devices, while requiring agencies to conduct internal audits and maintain sanitization records identifying the device, method used, date, and responsible individual.

Kaden Sinclair referenced previously submitted comments regarding custody phrasing. Scott Bennett confirmed that the language was modified based on the submitted feedback.

Chris Young asked about processes involving ITS. Nathen Snodgrass provided clarification regarding the review process.

Committee Action: Ross Houck made a motion to approve P4530 with updated changes on Section IV, Subsections 1 and 4. Mr. Houck amended motion to strike Subsection 1 and add Subsection 3. Kaden Sinclair seconded the motion. Motion passed with approved updated changes in Section IV, Subsections 3 and 4. Subsection 3 will include a third-party custodian. Subsection 4 will include ITS collaboration. No further discussion. Motion passed unanimously.

5.B. ITA Guideline G550 – Cleansing Data From Surplus Computer Equipment - Presented by Elizabeth Knox, Information Technology Services

Discussion: Ms. Knox presented proposed updates to ITA Guideline G550. The guideline modernizes the State's requirements for securely removing data from surplus, transferred, traded-in, disposed, or replaced computer equipment and electronic media by aligning sanitization practices with the current revision of NIST SP 800-88. The update establishes clear, purge, and destroy sanitization methods; clarifies appropriate techniques for SSDs, magnetic media, mobile devices, network equipment, IoT devices, and removable media; and strengthens requirements for cryptographic erasure, physical destruction, and verification. Agencies are also expected to audit and document sanitization activities, including device identification, sanitization methods, tools used, verification results, and the individual responsible for performing the sanitization.

Ross Houck raised concerns regarding the terminology related to magnetic media and degaussing. Nathen Snodgrass suggested using broader terminology to better encompass applicable media and disposal methods.

Brigitte Teets proposed revising Section III, Subsection 4(D) to recognize ITS as a possible responsible party by using the language "each agency's IT provider."

Committee Action: Brigitte Teets made a motion to approve G550 and adding specific verbiage in Section III, Subsection 4, D to include "Agency's authorized IT provider." Chris Young seconded the motion. Motion passed with approved updated changes in Section III, Subsection 4, D. No further discussion. Motion passed unanimously.

6. ITA Policy P4150 – Privacy Policy - Presented by Elizabeth Knox, Information Technology Services

Discussion: Ms. Knox presented proposed updates to ITA Policy P4150, Privacy Policy. The policy updates correct cross-references, standardize NIST Special Publication 800-53 Revision 5 citations, and clarify references to Privacy Impact Assessments (PIAs). The updated policy restores the glossary reference to ITA Guideline G105 and retains clarification regarding the recommendation to retire ITA Guideline G502. The policy continues to align statewide privacy requirements with NIST SP 800-122 and SP 800-53, including agency responsibilities to minimize the use of Personally Identifiable Information (PII), conduct PIAs, and address unauthorized disclosures in accordance with ITA Policy P4590. Overall, the revisions improve reference accuracy and consistency without changing existing agency privacy obligations.

Ross Houck asked whether guidance is available on how to use the template. Liz explained that G502 was incorporated into the template to update the versions and noted the involvement of the ITS Privacy Officer.

Scott Bennett clarified that the Privacy Impact Assessment (PIA) is a template tool and is not subject to a vote.

Committee Action: Ross Houck made a motion to approve P4150 as written. Brigitte Teets seconded the motion. No further discussion. Motion passed unanimously.

7. ITA Guideline G502 – Privacy Impact Statement Guidelines - Presented by Elizabeth Knox, Information Technology Services

Committee Action: Decar Scaff made a motion to rescind G502. Chris Young seconded the motion. No further discussion. Motion approved unanimously.

8. Privacy Impact Assessment Template - Presented by Elizabeth Knox, Information Technology Services

Committee Action: No vote required for this.

Scott Bennett: Addressed any lingering questions on P3010 now that the process for review and motions has been exemplified and shown for other Policies. Chris Young and Kaden Sinclair recommended keeping P3010 for the next review meeting.

9. Purchasing Update - Presented by Jake Nay, Division of Purchasing.

- **Participating Addendums (PADDs)**

- **Weapons and Threat Detection – Genetec:** The participating addendum is currently with the vendor, and ITS is reviewing and negotiating proposed redlines. The agreement is nearing completion.
- **Data Communications:** The participating addendums are undergoing internal review before being distributed to vendors. The current agreements expire at the end of September, and ITS is working to finalize the documents in time to allow for a smooth transition.
- **Cloud and Software Solutions – NASPO:** The participating addendums are also under internal review. Once approved, they will be sent to contractors for review and approval. These agreements also expire at the end of September, making timely completion a priority.
- **Solutions and Telecommunications**
 - **Telecommunications – Syringa Contract Renewal:** ITS is consulting with the Office of the Attorney General (AG) to determine whether the proposed language in Syringa’s memorandum of understanding (MOU) is applicable to the State of Idaho. This review remains ongoing following an extended procurement process.

10. Enterprise Agreements Update – Presented by Chris Carlisle, Information Technology Services

Chris Carlisle provided updates on the status of three enterprise agreements currently in progress.

- **Microsoft Enterprise Agreement (EA)**
 - ITS is negotiating a three-year enterprise agreement covering ITS-supported agencies. Communications are underway with agencies to verify and validate licensing counts. Negotiations are progressing well.
- **Adobe Enterprise Agreement (EA)**
 - ITS is preparing for the optional second-year renewal of the existing three-year agreement. Due to significant changes in Adobe’s licensing model, ITS is treating the renewal as a new contract negotiation. Communications have been sent to supported and non-supported agencies that receive services through the agreement.
- **Juniper Enterprise Licensing Agreement**
 - ITS is working with HPE on the Juniper Enterprise Licensing Agreement. The project remains in the early stages as a deployment plan is developed. No current impediments have been identified.

11. Cybersecurity Update - Presented by Nathan Snodgrass, Information Technology Services

Nate Snodgrass, Critical Network Services Manager, provided a cybersecurity update on behalf of Jared Eggar, outlining ongoing infrastructure transitions and improvements to ITS's statewide network and security posture.

- **Core Services and Firewall Transition**
 - ITS is in the midst of a major statewide transition of core services to advanced firewall inspection services. Perimeter services have already been transitioned, with approximately 21 agencies migrated and an additional 23 agencies scheduled for migration. This effort supports the broader goal of expanding secure network services across the State of Idaho.
- **400-Gigabit Backbone Transition**
 - ITS is implementing a 400-gigabit backbone to improve network performance and address concerns regarding slower speeds. Equipment has been deployed and activated, and the project is currently in the transition phase.
- **Reduction of Legacy Equipment**
 - ITS is reducing its reliance on legacy technologies, including Multiprotocol Label Switching (MPLS), and moving toward a more secure network topology. This transition incorporates microsegmentation at the routing and Layer 2 levels, extending security controls through Layer 7 application services.
- **Combined Network Services and Infrastructure Resiliency**
 - ITS has integrated monitoring across network services, beginning at the Layer 2 switch level and extending through the end-user experience to the internet. Plans also include expanding internet connectivity to 100-gigabit services and implementing redundant network connections across two physical locations on the network ring. These improvements are intended to provide physical resiliency and automatic failover in less than 30 seconds if a connection fails.
- **Expanded End-User Cybersecurity Services**
 - ITS is strengthening its security posture by extending protections beyond the traditional network perimeter to the end-user level and across internet-facing services. These measures include distributed denial-of-service (DDoS) monitoring, URL filtering, data labeling, and expanded threat-response capabilities. ITS has also extended WildFire services and enhanced coordination between its firewall technology stack and Unit 42 to provide additional monitoring and rapid response support in the event of a critical security incident.

12. Other Business

None

13. Adjourn

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Board Action: Brigette Teets made a motion to adjourn the meeting. Chris Young seconded this motion. Meeting ended at 2:42pm MT.

Next Meeting: October 20, 2026 at 1:30pm