

MINUTES

Information Technology Advisory Board (ITAB)

August 18, 2020
1:30pm – 3:00pm
Virtual Teams Meeting that was recorded.

Opening Welcome & Introductions

DeAngela Burns-Wallace

DeAngela welcomed everyone and wished wellness to all.

She added that if you are using the Teams Application on a computer or phone and select *participants*, you can see those attending this meeting as well as their agency, which can be helpful.

COVID-19 Update and Discussion

DeAngela Burns-Wallace

DeAngela discussed the need to keep diligent with PPE and that we need to help keep staff motivated and to not be fatigued dealing with this virus. She added that we are currently in Phase 3 of the reopening plan. Agencies are still encouraged to promote and utilize remote work but recognize that agencies have to be creative, i.e., hybrid models where staff are not all in the office at the same time. Some agencies are able to sustain a more remote stance continuously.

We are in a steady state currently and will be until something changes drastically in our numbers as a state, in terms of exposure and the spread. We will probably stay in this stage a bit longer.

Governor Kelly's office and KDHE continue to watch the data and the impact it has across the state to make recommendations and decisions mindful of that medical data.

Governor Kelly's office and KDHE will be monitoring the reopening of schools; K-12, higher education and fall sports.

We need to continue to be diligent and support our customers particularly in the IT spaces where we are.

It is important to think about the IT issues and policies that we have had to deal with over the past few months. We need to continue to use this experience, lessons learned and the opportunities it has offered to put things in place to support our staff efficiently and effectively, so we continue delivering services to our citizens. Some of these might be short term, medium term and some may be long term. We are trying to make sure we are using that knowledge as we continue to plan and go forward.

The Recovery Office and the SPARK committee have been distributing the CARES Act funds to some of your agencies. Reimbursements have been made as part of FY20 for Covid related expenses; i.e. IT equipment in particular to support our remote stance. Some bought laptops and other equipment, as needed.

If you have not been following the Cares Act dollars as closely she wants everyone to know that we are getting ready to roll out the processes to put in requests or needs that fall in line with operational expenditures related to ongoing Covid costs. It is not necessarily a blank check nor a deep pot but there are some real needs that they know agencies have had to support over the past few months. The CARES Act allows us to cover some of the Covid related expenses going forward through December 31st.

For FY20 it was a reimbursement process.

For the first part of FY21 (July through December) agencies are asked to submit projections of what their needs might be and to put in a request accordingly. If you know your agency will have IT related needs in particular to help sustain remote work, please make sure you are talking with your leadership to ensure they have an awareness and so that it becomes a part of their priorities when they submit their request.

Not everything will get funded, but the Recovery Office will be looking particularly at operational expenses and costs to see what can be funded to continue to support remote work and the delivery of our services.

DeAngela asked for thoughts, reactions or what people are seeing or dealing with in this Covid space? Is there anything we can try to discuss or needs that should be on our radar to maybe address in a broader way?

Anthony Fadale wanted to thank folks for virtual meeting accessibility. He wanted to ensure that everyone is aware that bandwidth is part of accessibility so that services and communication is effective. He encourages everyone to consider this as you contemplate working with your partners, counties or whomever. This is part of the KPAT virtual meeting section of the policy. There are no specifics, but it does lay out bandwidth.

DeAngela thanked Anthony and stated that if we need to recirculate the material we can. Cole Robison provided the link. <https://ebit.ks.gov/kpat/resources#remote>

Adrian Guerrero made a recommendation for agencies with limited technical assistance. He stated that some of what they struggled with during the beginning of remote work was methods for doing certain processes, i.e. some best practices for workers that are not normally remote, such as securing laptops or other equipment. He stated they accomplished some of it by calling around and speaking to their colleagues, but he suggested a Teams Channel where mainline technical support people can converse and share best practices, i.e. remote domain login or encryption on the laptops, etc.

DeAngela responded that if we create a space where people can ask for what they are looking for and then be notified when someone posts a best practice it would be helpful.

Other Chat Comments:

Mike Mayta - MFA will be a best practice

DeAngela responded that this is key and critical, and this is something that our KISO office has been working on.

Kevin Comstock (KSOS)

Any update on soft phones?

DeAngela responded that our OITS Central Team has been doing a lot of work on the soft phone space. This is something not moving as quickly as we want it to. We will get an update out to the group to share.

Angela Neria –

This is Angela from Pittsburg State. Thanks to all for the work that has been done to meet client, learner, and worker needs across KS during this strange time. A special thanks for the efforts for K-12 and higher education. We started our semester yesterday and it's different, but the work done has truly been done with safety in mind. Students are happy to be back! We appreciate the guidance and support!

Katrin Osterhaus –

We switched to Zoom phones

Adrian Guerrero –

The CJIS telework policy was most helpful as well. Thank you KBI.

DeAngela responded that it is important that we continue to share, are thinking about and are making sure of what the best practices are. If something works in one agency, it may not work in another, however it could provide a starting point to think about. She added that it is also important to be careful because there are a lot of unintentional consequences to actions and things that are going on in our spaces. She encourages everyone to reach out to the Central

team (OITS and the KISO office) to help put the issues/opportunities within context with anything they are learning or seeing in other spaces, to avoid some of those unintended consequences. When we can push some of this information out, we will. There are times when we need to know if others are looking or exploring in areas that we may already have been working on. The big part of this is we do not know what the future holds but we have to continue to be flexible enough to be able to respond to what we are seeing and what our staff are seeing and how we continue to deliver services to the citizens. Keeping lines of communication open will always be key and central to that success across our group.

DeAngela asked if there were any other comments within this space. Covid is an ongoing conversation that we put in every meeting as a place holder because it is our modern-day reality.

ITEC Policy Updates:

DeAngela Burns Wallace

DeAngela announced that we are kicking off some policy working groups. Data Administration Program and two policies within the Business Continuity area. Both of these sets of policies are timely given everything that we are dealing with right now and where we are in general, so we would like to create working groups to begin to review and update these policies. We need to look for gaps, things we need to refine and things that roll over into other areas particularly given what we have been learning over these past few months.

Sara Spinks read short descriptions of each policy. Links have been added below.

[Data Administration Program, Policy 8000](#)

(New in 1999, with no updates)

Business Contingency (New in 1999, revised in 2006)

[Business Contingency Planning, Policy 5300](#)

[Business Contingency Implementation, Policy 5310](#)

DeAngela is hoping the working groups will refresh, change or add information to these policies. If you have questions and have not served on a policy working group reach out to Sara.Spinks@ks.gov.

Kansas Virtual Digital Government Summit

Courtney Fitzgerald

Scheduled for August 26-27, 2020 from 9am to 11am, both days.

Kansas is partnering with GovTech magazine to do a Kansas Digital Government Summit. It will be virtual this year, due to Covid, but *it is free* for all government employees. If you are not able to join during the summit dates there will be available on an on demand basis for those who have registered.

Katrin Osterhaus – Is there an agenda for the Kansas Virtual Summit 2020?

Courtney Fitzgerald provided the registration link in the Chat:

<https://events.govtech.com/Kansas-Virtual-Digital-Government-Summit.html>

Courtney stated that there will be appearances from the Governor, DeAngela, as well as other familiar team members.

Stephen Durrell - Just to double check, the summit at the end of the month is for all state employees?

Yes, it is open to any state or other government employee. It is not designed for private sector partners which is why we stressed the government; it can be state and local level as long as they are government employees. It is an IT focused conference however you may have business unit partners that may find value in attending. She encourages you to share with your agency staff.

DeAngela encourages everyone to register and spread the word so other staff can attend. GovTech magazine attempted to come up with a model to break it up by having 2 hours on two days instead of an entire day. They have tried to make it interactive with short topics and discussions to keep you engaged. They are midway through their summits this year and Kansas is probably the 11th state that Gov Tech has worked with to create these virtual

dynamic conferences engaging as best that they can given this environment. As a reminder, **it is free** to government employees (state and local) so she encourages that you share with colleagues in the IT space around the state to join this conversation. If this event had been in-person we would have had to limit attendees and there would have been a registration fee to attend, so this is a great opportunity for us to have a larger statewide conversation and engage and learn about a few things collectively without a cost. If you have additional questions, reach out to Courtney.Fitzgerald@ks.gov.

Upcoming Reporting

Three-Year Strategic IT Plan Updates

Carolyn Bogan, OITS COO

Carolyn Bogan will be coordinating the 3-year plan effort with Executive Branch agencies in the coming weeks. She will be in contact with agencies to meet our annual obligations set by statute.

This year, to streamline this activity, we will only be requesting an update to your 3-year IT plan. She is hoping this approach will streamline efforts and provide a more effective method to collectively gather your updates and show progress.

Each agency will be provided a template making it easier to submit updates to your existing plans.

Carolyn will also be reaching out to Regents as it pertains to their updates.

She plans to send out the template with instructions this week and request completion by mid to late September. This will allow us to meet our submission date to JCIT and Legislative Research by October 1st. If you have any questions along the way she will be available to assist you. Carolyn.Bogan@ks.gov

DeAngela stated that we submitted a 200-page 3-year plan last year. The legislators really appreciated the detailed report but submitting a new plan each year isn't the best planning strategy for everyone. We created the template to allow for updating the legislators and gather information in a not too cumbersome way. This is an attempt to show what was done, what is still in the works, the progress and bring new items to their attention.

We will try this format and ask for your feedback and your grace in the process.

She reminded that this is an Executive Branch requirement for submission.

Security Self-Assessment

Jeff Maxon, CISO

DeAngela congratulated Jeff Maxon for being promoted to the Chief Information Security Officer after a nationwide search. He replaced Rod Blunt, who retired in June.

Jeff explained that this is the first year for agencies to provide their program security state to the KISO office as outlined in the Kansas Cybersecurity Act.

These Self-Assessments are due October 16th. This report will be due every two years per the statute.

For this first year we have created a Microsoft form survey that will be sent out hopefully by the end of the week. The survey will ask questions against requirements for ITEC policy 7230a, which is the security policy that includes some things about compliance policies 5300 and 5310 and also some compliance questions about the Kansas Cybersecurity Act. Most of these are program specific and don't get into the weeds of technological configurations or things like that. It has been pared down to about 50 questions and his hope is that it will be a smooth report to submit to the KISO office. He welcomes feedback on ways to make it better. He will use this to help steer their strategic direction and decisions and guide how and what resource they can create and share with everyone.

He is hoping to have a resource on-hand to assist agencies that have questions in regard to the survey. He plans to set up some Teams meetings to do a walk through with everyone to ensure everyone submits a survey. The assessment is a simple yes and no questionnaire but also has spaces to provide free form responses. Jeff asks that everyone be honest with this as it helps make our environment a better place. Responses are protected from disclosure by the K.C.A., so this is confidential, and they will not identify any agency specifically. He is hoping this will help them provide necessary resources to agencies and not be an obstacle that agencies have to deal with.

DeAngela followed up to reaffirm that Jeff and his team will be available to answer questions to anyone needing assistance. His team has done a good job trying to thin out the tools that were put out as a resource on the KISO site to streamline the reporting. Once we have the final, JCIT has asked that we share with them a summary of the assessment either this fall or early spring. She encourages those that are not required to take the assessment to take a look at it. It is designed to be a self-assessment tool with self-reporting so could be a useful tool to use in-house to check some boxes. Our goal is to continue to push out tools that are useful. Her long-term goal is that any reporting that we are doing is useful and fruitful for the work that is happening in this space. She doesn't want to only complete reports because the legislators ask, or it is in the statute but that we want you to be able to use it in your day to day and it is helpful during planning and for future decisions.

Katrin Osterhaus asked if all agencies needed to submit the assessment.

Jeff Maxon responded that all Executive Branch Agencies are required to complete the assessment except for a few specific agencies that were outlined in the K.S.A. Jeff added that even if an agency is not required to submit the assessment he is happy to collect from the excluded agencies as well.

Joe Mandala provided a statement from the Cyber Security Act: "Executive branch agency" means any agency in the executive branch of the state of Kansas, but does not include elected office agencies, the adjutant general's department, the Kansas public employee's retirement system, regents' institutions, or the board of regents.

Joe asked that he receive the KBI assessment, so they can provide what information they can.

If you have any further questions regarding the assessment, contact Jeff.Maxon@ks.gov

Open Discussion or Announcements:

DeAngela stated that we have an ITEC meeting coming up and that we are working on some Action Items. Some of you may get an email or two from the team as try to collect information.

Joe Mandala sent a message via Chat thanking us for keeping these meetings going regularly.

DeAngela stated that she never wants to meet for meetings sake, but it is a place holder and may be needed even more than before because we don't see each other the way we used to. She wants to be sure we are providing the information we have particularly now. It is important to have time on the calendar where you know you can touch base, ask certain questions or you know you will hear about certain issues.

Project Management Methodology Class Graduates DeAngela Burns Wallace

DeAngela announced the PMM graduates while a slide deck ran through with their photos and their agency.

Sara Spinks provided a description of what these Kansas Project Management Methodology Class graduates have accomplished. It is a three-week class on IT Project Management geared toward the Kansas Methodology. Students attend class for three weeks of five-day sessions. At the end of the session they take a closed book exam which is pretty intense and they work very hard and do have to do their homework but at the end of the class after you pass the exam you have your Kansas certificate for IT Project Management so you are certified to herd cats from that point forward, which is an accomplishment. Because of Covid we had quite a few that could not adjust their schedules to attend this class. This was the first class held 100% virtual and it went pretty well. The feedback from students so far is that they miss the contact with other students but the way we handled it she feels like they enjoyed the experience and they got a lot out of it.

She also announced that the next class begins on October 19 that will finish mid-November. If you have anyone that wants to take the class let the KITO office know. They will be sending out the announcement very soon.

Allison Conklin asked about cost to attend the PMM class.

Sara explained that we bring an outside vendor in to teach this class. It is \$1655 per person to attend. The fee covers the class and the exam.

These students have just passed their exam. So, if you see them congratulate them because they worked very hard to get their certification. Many attendees provided congratulations in the chat.

Graduates:

Matthew Ball, KDoA

Chelsea Blankenship, KDHE

Angela Brown KDoA

Allison Bugg, KDHE

Vanessa Calhoun, KCC

Robert Danielson, KBI

Jill Dieter, KHP

James Dillon, KUMC

Gabrielle Geither, KDoC

Michael Jordan, KDED

Shushma Patel, KBI

Richard Pritz, KDHE

Lalania Ropar, KDHE

Kristine Scott, KDoA

Eric Theel, KS Leg

Krystal Willhite, PSU

DeAngela followed up with a thank you to those that have identified staff to attend this training because this is key and critical work. This opportunity allows this group to share knowledge and to network. We appreciate the time that is allowed for our staff to take the class and thank you to the leaders that are on this call for helping to identify and nominate people. Without your support they couldn't take the time away to take the class. This is a commitment of time and also of resources and dollars to be able to do it. She thanked those that are investing in our staff, which we know makes a difference.

Upcoming Meeting:

There is an ITEC meeting on September 8. The agenda will come out just before the meeting. There are a couple Action Items that should create a robust conversation.

DeAngela reminded everyone to look for an email to help work on updating our ITEC policies.

Meeting Ended at 2:30pm

Note:

If you could review the ITAB member web page and provide updates to Sara Spinks, it would be helpful. Thank you.

<https://ebit.ks.gov/itec/subcommittees/itab>

ITAB Members: Bold names were present during the meeting.

Antonacci, Dave - KU Med	Howard, Laura – DCF/KDADS	Pratt, Gary KSU CIO
Bachman, Dennis - KRGC	Johnson, Kelly – KHP CIO	Rail, Travis – Dept of Ag CIO
Branam, Mike - KPERS	Koehn, Jason – Human Services CIO	Reinert, Todd – KCC
Burns-Wallace, DeAngela – EBIT CITO	Lewis, Earl - KWO	Sandberg, Andy – KDOR CIO
Periman, Bill KDOL CIO	Mandala, Joe - KBI	Sass, Harold – KDOC CIO
Comstock, Kevin - KSOS	Marshall, David - KCJIS	Schmidt, Vicki – KID
Crook, Christopher – KU COO	Maxon, Jeff - CISO	Standeford, Todd – BOHA
Day, Tom – Leg Services	Mill, Stacy – OITS Deputy CITO	Stinson, Col Robert – KAG
Dickson, Jason – WLPT CIO	Miller, David - WSU	Veatch, Matt - HS
Dreier, Darren, Lottery	Jones, Nolan – Kansas.gov	Walsh, Mary - KU
Fadale, Anthony – ADA Coord	Neal, Jeff – KDOR CIO	White, Josh – DofA CIO
Falldine, Cory - ESU	Nelson, Ken – KGS	White, Travis – ITSC
Friend, Duncan – INK	Neria, Angela – PSU	Wiley, Lane – KDOE
Funk, Steve, KBOR	Norman, Lee - KDHE	Yancey, Glen – KDHE CIO
Guerrero, Adrian - KBON	Oborny, Joe - KS	Unknown – SG Co IS
Haugh, Jim - Commerce	Osterhaus, Katrin – LPA	Unknown - FHSU
Hooper-Bears, Cindy - Treas	Pittman, Jeff – KS Representative	

Other Attendees: Those joining by phone were not identified.

Alan Weis (Leg CITO)	Greg Gann (SG County)	Kristine Scott (DASM)	Mike Mayta (Wichita)
Allison Conklin (DAPS)	Gregg Burden (KCVA)	Krystal Willhite (PSU)	Patel Shushma (KBI)
Angela Bown (DAFPM)	Homer Manila (WU)	Larry Peterson (OITS)	Penni Smith
Angela Wilson (OITS)	Hope Burns (OITS)	Laura Gloeckner (KBOC)	Rob Hart
Brandon Bogue (Dell)	J Ungfroid	Lillian Watkins (Oracle)	Sara Sack
Carolyn Bogan (OITS)	James Adams	Linda Scott (KID)	Sara Spinks (OITS)
Cheryl Cadue (DA)	James Fisher	Lt Col David Hewlett	Shelly Bartron (OITS/DA)
Cheryl Whelan (OAH)	Jennie Chinn (KSHS)	Mack Smith (BOMA)	Stephen Durrell
Cindy (Federico Consulting)	Jody (No last name)	Manila Homer (WU)	Suzie Sebring
Cindy Green	Joe Mandala (KBI)	Mark Abraham (OITS)	Tiernan Good
Cole Robison (OITS)	John Cahill (KPERS)	Martha Gabehart (GO)	Tosin Ogunbamise
Courtney Fitzgerald (SEHP)	John Moyer (OITS)	Matt Hodges (OSBC KS)	Travis Combes (OITS)
Dave Clements (IBM)	Julie Niehues (OITS)	Max Foster (BSRB)	Valeri Burton (KID)
David Nickel	Kami Cusick (DA)	Megan Dodge (DCF)	Vanessa Calhoun (KCC)
Erik Wisner (KREC)	Kathi Grossenbacher	Megan Rohleder (KSHS)	Vince Finney (OITS)
Glen Salomon	Ken Harmon	Michael Wehking (OITS)	

Future ITAB Meetings: Mark your calendars!

November 17, 2020

Future ITEC Meetings: Mark your calendars!

Sept 8, 2020, Dec 15, 2020

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 - Data 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