



Information Technology Executive Council  
Regular Meeting of the ITEC Board

MINUTES

January 21, 2025

The Regular Meeting of the ITEC Board was held on January 21, 2025, virtually using Microsoft Teams. This meeting was properly noticed and posted in the Kansas Public Square prior to the meeting. <https://publicsquare.ks.gov/>

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**Board Members:**

Present unless otherwise noted

Jeff Maxon, Executive Branch CITO (Chair) [Absent]  
Doug Polston, Regents Representative #1  
Ken Harmon, Regents Representative #2  
Adam Proffitt, Cabinet Agency Head #1 [Absent]  
Amber Shultz, Cabinet Agency Head #2 [Absent]  
Adrian Guerrero, Non-Cabinet Agency Head #1  
Lynn Retz, Non-Cabinet Agency Head #2

Keith Scott, KCJIS  
Greg Gann, County Representative  
Mike Mayta, City Representative [Absent]  
Murray McGee, Information Network of Kansas  
Steve Funk, Board of Regents  
John Berghuis, Private Sector Representative

**Non-Voting Members:**

Present unless otherwise noted

Senator Rick Kloos, Senate Representative [Absent]  
Vacant, Senate Representative  
Representative Emil Bergquist, House Representative [Absent]  
Representative Pam Curtis, House Representative [Absent]

Tom Day, Interim Legislative Branch CITO  
Alex Wong, Judicial Branch CITO  
Vacant, Chief Information Technology Architect

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THIS MEETING IS IN COMPLIANCE WITH  
KSA 75-7202 AND AMENDMENTS THERETO.

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**Public attendees**

DeWitt, Kimberly [OITS]  
Finney, Vince [OITS]  
Godfrey, John [OITS]

Goforth, Kevin [KDOL]  
Hildebrandt, Jason [OITS]  
Lewison, Katrina [Guest]

Ramirez, Celena (OITS)  
Robison, Cole [OITS]  
Spinks, Sara [OITS]  
Stephens, John [Guest]

**WELCOME / CHAIRMAN COMMENTS**

Jeff Maxon, E-CITO, called the meeting to order at 1:30pm.

**APPROVAL OF Agenda**

Jeff Maxon introduced a motion to approve the agenda. Greg Gann moved to approve the agenda. Keith Scott seconded the motion. The motion passed.

**APPROVAL OF MINUTES**

Jeff Maxon introduced the December 17, 2024, meeting minutes for discussion. Adrian Guerrero, moved to approve the minutes. Steve Funk seconded the motion. The motion passed.

**ACTION ITEM STATUS**

Jason Hildebrandt reported that there was one action item to have the vendor selected for the IT integration plan to present. The project has not officially kicked off we will table this for future Information Technology Executive Council (ITEC) meeting.

**ITEC Discussion**

- Meeting Cadence and Length
  - Jeff Maxon, initiated a discussion on the meeting format and cadence, suggesting the possibility of extending meetings to two hours temporarily to accommodate policy discussions. The committee members agreed to extend the meeting time by 30 minutes.
- Charter Discussion
  - Jeff Maxon, discussed the need for a revised charter for the ITEC committee, suggesting that it should outline governance and policy areas. Adrian Guerrero, clarified that a single charter could encompass multiple policy areas, avoiding the need for separate policies for each category
- Working Groups
  - Jeff Maxon, purposed creating policy working groups to alleviate the burden on the committee members.
- Additional Policy Families and Content Discussion
  - Emphasis on the need to update several policies, including COOP and IT accessibility, due to the new Department of Justice (DOJ) guidance and outdated documents.

**IT Service Integration Planning Project**

Jeff Maxon, reported that several bids were received, and awarded the IT Integration Planning Project to the vendor Gartner. We are having preliminary discussions, and we will be looking to schedule kick off meetings in the next couple of weeks with stakeholders and Gartner. They would like to attend these meetings to hear what is going on and present periodically.

**POLICY AND PROCEDURES DISCUSSION**

John Godfrey, CISO, presented the following policies for final discussion and discussion on policies were introduced:

- Identification and Authentication Policy with minor edits and discussion to move Appendix A to a technical standard. Steve Funk moved to approve the policy. Adrian Guerrero seconded the motion. The motion passed.
- Media Protection Policy was reviewed with several edits based on previous discussions. The key changes made were clarification on workspace backgrounds during video calls, requirements for encryption of restricted use

information. Adjustments to media sanitization processes. Adrian Guerrero moved to approve the policy. Murray McGee seconded the motion. The motion passed.

- Mobile Device Policy the policy was simplified and clarified, focusing on mobile device management and application restrictions. The key changes included centralized control of mobile devices and restrictions on personal applications and cloud services. Keith Scott moved to approve the policy. Murray McGee seconded the motion. The motion passed.
- Telework Security Policy the policy was reviewed with a focus on the use of personally owned devices and security configurations. The key changes were clarification on the use of personal devices and the need for compliance with security configurations. Also, the acknowledgement of the entity's right to monitor telework activities. Doug Polston moved to approve the policy. Steve Funk seconded the motion. The motion passed.

The upcoming policies for discussion, and feedback was encouraged on these policies:

- Acceptable Use of IT Policy
- IT Maintenance Security Policy
- Personnel Security Policy
- Physical and Environment Security Policy
- Security Awareness and Training Policy

#### **COMMENTS FROM BOARD MEMBERS**

Adrian Guerrero suggests adjusting the meeting invite by thirty minutes to make sure we block off the appropriate time.

#### **CLOSING REMARKS**

New Action Item Review – Jason Hildebrandt reported there was one action item to draft a ITEC charter.

#### **ADJOURNMENT**

Adrian Guerrero introduced a motion to adjourn the meeting. Steve Funk seconded the motion.

Adjourned at 2:46 pm.

## **ITEC BOARD MEMBERS**



Jeff Maxon  
Executive Branch CITO



Doug Polston  
Regents Representative



Ken Harmon  
Regents Representative



Adam Proffitt  
Dept of Administration



Amber Shultz  
Kansas Department of Labor



Adrian Guerrero  
Kansas Board of Nursing



Lynn Retz  
Kansas Corporation Commission



Keith Scott  
KS Criminal Justice



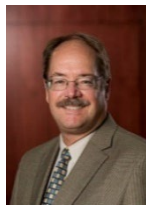
Greg Gann  
Sedgwick County



Mike Mayta  
City of Wichita



Murray McGee  
Information Network of Kansas (INK)



Steve Funk  
Board of Regents



John Berghuis  
Private Sector Representative

## **NON-VOTING MEMBERS**



Senator Rick Kloos  
Senate Representative



Emil Bergquist  
House Representative



Pam Curtis  
House Representative



Tom Day  
Legislative Branch Interim CITO



Alex Wong  
Judicial Branch CITO

Vacant  
Office of Technology Services