Information Technology Executive Council
Regular Meeting of the ITEC Board

MINUTES

April 15, 2025

The Regular Meeting of the ITEC Board was held on April 15, 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/

Board Members:
Present unless otherwise noted

Jeff Maxon, Executive Branch CITO (Chair)
Doug Polston, Regents Representative #1
Ken Harmon, Regents Representative #2
Adam Proffitt, Cabinet Agency Head #1
Amber Shultz, Cabinet Agency Head #2
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
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

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

Public attendees

Arif, Sam [OITS]
Burton, Megan [KSHS]
DeWitt, Kimberly [OITS]
Godfrey, John [OITS]
Gorman, Andrew [KCC]
Hildebrandt, Jason [OITS]
Johnson, Shelia [OITS]
Osterhaus, Katrin [LPA]
Ramirez, Celena [OITS]
Robison, Cole, [OITS]
Spinks, Sara [OITS]

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. Secretary Adam Proffitt moved to approve the agenda. Secretary Amber Shultz seconded the motion. The motion passed.

APPROVAL OF MINUTES

Jeff Maxon introduced the April 15, 2025, meeting minutes for discussion. Secretary Amber Shultz moved to approve the minutes. Secretary Adam Proffitt seconded the motion. The motion passed.

ACTION ITEM STATUS

Jason Hildebrandt reported there were three action items. The first action item was for E-CISO John Godfrey to draft a supply chain risk management policy. Which will be presented today in the policy section of the agenda. The second item is to share references or documentation for security programs as discussed. The third item was to send email notifications when ITEC policies are posted on the website.

IT Integration Plan Project Update

Jeff Maxon provided an update on the collocation with Gartner for the IT integration plan, focusing on document collection and cybersecurity efforts. A proposed communication strategy from Gartner was delivered.

POLICY AND PROCEDURES DISCUSSION

John Godfrey, presented the Supply Chain Risk Management Policy. The policy is aimed at managing suppliers and ensuring the confidentiality and integrity of organizational information systems. Discussion included the applicability of the policy to different branches of government (executive vs judicial and legislative) with confirmation that ITEC policies mainly apply to executive branch, and the need for clarity on effective dates and compliance timelines. Concerns were raised about the definition of suppliers, particularly regarding OITS as service provider and contract owner. Agreement to revise policy language and to put on the agenda for the May meeting for final action.

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

- Security Awareness and Training Policy was reviewed with edits. Doug Polston moved to approve the policy. Amber Shultz seconded the motion. The motion passed. The effective date of May 1st.
- Audit and Accountability Policy will be added for discussion and final action at the May meeting.
- Secure System Development Life Cycle Policy will be added for discussion and final action at the May meeting.
- Information Security Exception Policy will be added for discussion and final action at the May meeting.
- Incident Response Policy will be added for discussion and final action at the May meeting.
- System Documentation Policy will be added for discussion and final action at the May meeting.

The upcoming policies for discussion and final discussion:

- Supply Chain Risk Management Policy
- Secure System Development Life Cycle Policy
- Information Security Exception Policy
- Incident Response Policy
- Audit and Accountability Policy
- System Documentation Policy

COMMENTS FROM BOARD MEMBERS

CLOSING REMARKS

New Action Item Review – Jason Hildebrandt reported there was one action item. To distribute introductory security awareness training slides for new employee orientation.

ADJOURNMENT

Adrian Guerrero introduced a motion to adjourn the meeting. Lynn Retz seconded the motion.

Adjourned at 3:04 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

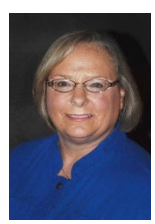
John Berghuis
Private Sector Representative

NON-VOTING MEMBERS

Senator Rick Kloos
Senate Representative

Vacant
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