MINUTES
Information Technology Advisory Board (ITAB)
February 18, 2020 1:30pm
1000 SW Jackson Ste, Ste 520 (KBOR)

Opening Welcome/CITO Update: DeAngela Burns-Wallace

DeAngela welcomed everyone and asked that those on the phone identify themselves and for those speaking to speak into a microphone so all participants can hear.

Legislation: Samir Arif

- Met with JCIT Members regarding SB57, which has to do with KITO projects.
- Met with Holland regarding SB418, which has to do with JCIT meeting frequency - once a month.
- DeAngela will be testifying for both OITS & DofA budgets this week.
- The Cybersecurity act may be added to the legislative agenda today.
- If you need any assistance with legislative matters, reach out to Samir. Samir.Arif@ks.gov

Digital Summit

- Kansas will be partnering with Gov Tech Magazine to host the first ever Kansas Digital Government Summit on August 26th.
- Registration is open on Gov Tech's website. There is a $25 Registration fee. Courtney will send registration link after this meeting. https://events.govtech.com/Kansas-Digital-Government-Summit.html
- The conference programming advisory committee will meet June 10th during lunch time to help develop the session agenda for the conference. There are a few opportunities available if anyone would like to volunteer to serve on the advisory committee. Contact Courtney Fitzgerald (Courtney.Fitzgerald@ks.gov) if you are interested.

Center for Digital Government – Digital States Survey:

- Bi-Annual survey conducted by the Center for Digital Government
- Measures efforts of state IT and develops awards, statistics and industry trends
- Survey has been published. Final submission due by May 15.
- There are various categories to submit your projects for consideration.
- The survey is lengthy. Contact Courtney (Courtney.Fitzgerald@ks.gov) if you want to provide survey content.

ITEC Policy Updates (See backside for list)

Email Guidelines 6401, Matt Veatch, State Historical Society

- Members of Task Force: Matt Veatch, Travis Combes, Brian Cross, Laura Graham, Ryan Leimkuehler, Lisa Mendoza, Philip Michael, Tanner Asbury, Julie Niehues, Megan Rohleder, Jennifer Scriven, Brenda Younger
- The task force is working to revise ITEC Guideline 6401 to reflect contemporary email records management best practices and to also secure the ITEC and the State Records Board approval of the updated guideline.
- Members want to ensure everyone understands the are guidelines and not a policy. However, all state and local entities in KS are encouraged to use the guidelines.

- Members want to ensure that KS state and local government email records are retained for as long as they have legal, fiscal, administrative, or historical value.
- Biggest change in 2020 is Capstone approach.
- Records retention based on an account owner's role or position rather than individual email content in the absence of more effective email management tools
- Records retention based on an account owner's role or position rather than individual email content
- Facilitates capture of permanent email records from the accounts of key policy and decision-making officials
- Federal government and several state governments using Capstone approach
- Guidelines encourage Kansas state and local government entities to consider Capstone as a way to capture permanent email records in the absence of more effective email management tools
- Matt provided a form for consideration: Capstone Email Accounts Identification Worksheet.
- The team is looking for feedback from ITAB on Email guidelines to move forward.
- Question from Adrian Guerrero: Is there a UPST filed preservation option? Matt stated there are ways to make the PST file preservable.
- DeAngela asked if the guidelines are ready to be presented at ITEC.
- Matt stated the task force is ready to present unless additional feedback from ITAB body requires additional conversation.
- Deadline for feedback is February 29th.
- If no additional feedback, the guidelines will be presented at the next ITEC meeting.

2000 Series, Project Management Sara Spinks, KITO Director
- Sara Spinks and team have presented to ITAB, ITEC & JCIT where they have received positive responses
- Projected to roll out July 2021
- The system is not ready to be tested yet.
- The team is looking for testers. If you have anyone that would be willing to assist the team with the process and is willing to test, it would be beneficial to get more feedback, especially from small agencies.
- DeAngela stated that participation is key for this to be successful. Very inclusive.
- JCIT is keen on risk management. They do not want to be a bottleneck or troublesome, they want to be more responsive and provide oversight. They recognize the need for more oversight for projects, which instigated SB57
- This updated policy is a first step to get where we need to be.
- Let Sara know if you have interest in participating on her team.

Open Discussion:
- Duncan Friend asked that a future item of discussion be a review of the accessibility of IT.
- Colonel Stinson: Would like to receive a copy of the cyber security legislation. DeAngela stated that we will circulate the legislation again. The legislation included minor changes.

Final Comments:
- DeAngela stated participation is key and values your time.
- The next ITEC meeting is March 10 at the Judicial Building. Current Chair is Kelly O'brien CITO of the Judicial Branch.
- Legislative CITO may do a presentation on the work he is planning within his area.
- Todd Reinert thanked Steve for the meeting space.
- Close meeting: 2pm

ITAB Members: Bold names were present/on phone/signed in during the meeting.

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

Attendees identified via telephone: Jennifer Scriven, Cole Robison-OITS, Julie Niehues-OITS, Ryan Leimkuehler, KSU, John Cahill-KDOL, Jason Dickson-WLPT, Anthony Fadale-ADA Coordinator, Josh White-DofA, Jason Koehn-HS, Andy Sandberg-KDOR, Katrin Osterhaus-LPA, Col Ryan Stinson-KS National Guard

Future ITAB Meetings: Mark your calendars!
May 19, 2020, August 18, 2020, November 17, 2020

Future ITEC Meetings: Mark your calendars!
March 10, 2020, June 9, 2020, Sept 8, 2020, Dec 8, 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 - Date 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