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Kansas
Office of Information
Technology Services

MINUTES
Information Technology Advisory Board (ITAB)
May 11, 2021
1:30pm – 3:00pm
Virtual Teams Meeting that was recorded.

Opening Welcome & Introductions   **DeAngela Burns-Wallace, CITO**

Secretary DeAngela Burns-Wallace welcomes everyone**.** We have lots of policies to review and some updates. The American Rescue Relief Act this the Biden relief bill that was passed in March of this year. The State of Kansas is anticipating close to five billion dollars. The State will receive 1.6 billion to manage directly. There will be one? billion going to counties and cities, and around 2.5 billion will go to state agencies. Those state agencies are pre-existing federally-funded programs. There are mentions of IT, cybersecurity, and modernization in parts of the relief bill. All the counties and at least ten metropolitan cities will receive their direct distribution. The Governor's office is putting in policies and guidelines on returning to work. The goal is not just the modernization of Unisys but also the closing and emptying of the Landon Data Center. If anyone needs any help or has questions. Please reach out to me or Travis Rail and his team.

Presentations & General Updates

Legislative Update   **Samir Arif, Dept. of Administration**

Items on their agenda:

- There was a lot of interest in the 2.5% pay increase for the executive branch employees. The pay increase was not included in the final version of the budget. However, judicial employees, judges, and some legislative staff received a pay increase. Early in the budget, there was a discussion on a 2% SGF cut across all agencies. The Governor vetoed this, and the house and senate did not take it up during the veto session. Therefore, this cut will not be in the final version of the budget.
- SB249, the chairman of JCIT, Kyle Hoffman, stated he wanted to have a more holistic discussion of JCIT's oversight over projects on hold. Also, the cleanup language to the Kansas Cyber Security Act. Unfortunately, this did not go anywhere this year.
- JCIT will be meeting on May 26. We will have a couple of quarterly reports we will be presenting. In addition, the KITO office has been working on a project tracking dashboard. We have shared this dashboard with key members of JCIT.

Spring PMM Graduates   **DeAngela Burns-Wallace, CITO**

- We want to congratulate all the PMM graduates. Thank you to all agencies who allowed their staff to attend these classes.

Policy Series 5000 & 8000 Updates   **Travis Rail, CITA**

- 5000 policy Business Contingency is working to include COOP plans that support remote work. The final draft will be ready for ITEC by June 1.

- 8010 policy Kansas Data Compliance Requirements does have a final draft prepared for ITEC. The policies were presented at the last ITAB and ITEC meetings. There have not been many changes.

Guidance for Securing Video Conferencing   **Travis Rail, CITA**

- At the September 2020 ITEC meeting, an action item was proposed to review policies for opportunities to develop web conferencing guidelines. As a result, I have been working with Jeff Maxon, CISO from the KISO's office for the past few months to develop guidance for securing video conferencing. These guidelines follow CISA's recommended four principles to Secure Video Conferencing: Connect Securely, Control Access, Manage File and Screen Sharing and Recordings, update to the latest versions of applications. We also added some bullet points from the previous KITO recommendations. Each of these four principles contains risk, mitigation, and tips. Also, the guidelines provide links for various security settings for major platforms such as Adobe Connect, Webex, GoToMeeting, Gotowebinar, MS Teams, etc.

Information Technology Policies and Standards   **Travis Rail, CITA**

- At the last ITEC meeting, I provided a draft of a new policy called Information Technology Policies and Standards draft. The purpose is to provide clarity around the definition of policy, standards, and guidelines. Unfortunately, these terms are often used interchangeably and create a disorganized set of documents governing State IT.
- ITEC-3000 helps define the policy, standards, and guidelines and works to establish that hierarchy. I plan on presenting this policy at the next ITEC meeting in September.
- I want to introduce a new member to KITO. Daniela Butler has 15 years working as a project manager in the private sector. She will be leading our KITO Policy Modernization project.

KITO Policy Modernization: Update on ITEC 2000s   **Daniela Butler**

- The ITEC 2000 policies 2400, 2500, 2510, and 2530 define the approval, reporting, oversight, and management policies. In addition, the 2000 standards policies 2400A, 2500A, 2510A, 2530A will define the policies with approval, reporting, oversight, and project standards. Finally, the KITO procedures document will define requirements to make sure those standards are met. The creation process consists of following the initial draft completed by the KITO team. The documents are then edited and refined by the ITEC 2000 policy team. The documents are vetted and receive feedback from seasoned state project managers. The final drafts with feedback are considered and analyzed and implemented by KITO staff. The policies are then presented and voted by ITEC. The policies have been drafted and are currently being vetted by the ITEC policy team and the PM advisory board. The initial drafts of the Standards have been drafted. These policies will be vetted independently as each policy reaches draft status. We will then begin drafting the KITO procedures documents following final policies and standards.

Open Discussion:
Question: (Erik Wisener, KREC) will there be a place where telework policies can be shared? So we can see other agencies' policies?
Answer: (Sec. Burns-Wallace) A little bit of a yes. We have updated the general policy with the Department of Administration (DofA) and circulated it as part of the upcoming guidance. We are asking all agencies if they have a policy to make sure it's updated and current. If you do not, you can adopt the baseline policy with the D of A. That will be available when the guidance comes out.

Question: (Glen Yancey, KDHE) with the legislature failing to consider the legislative changes around project management. What is the practical implementation of how agencies report projects? Do we continue to report like we've been doing until changes are made?

Answer: (Sec. Burns-Wallace) it's a yes and a little bit of a no answer. The team is trying to modernize the process overall regardless of SB250. So in some ways, the way you are reporting will change no matter what as we try to modernize that process if the legislation is changed next session and can move to complete the risk phase. So we would be in a position to be active on that and have that fully vetted. If not we will continue on the current statutes. Because of how they are configured except with a more modernized system for doing that reporting and communicating.

Question: (Jamie Holly, KHP) Travis are leaning towards and specific software platform?

Answer: (CITA, Travis Rail): We are kind of strongly leaning towards ServiceNow. Since the State already has it and it has the capabilities for demand and project management.

Question: (Cassiopeia Capps, KBOB) Is there any information regarding central mail picking up at agencies' offices?

Answer: (Sec. Burns-Wallace) once information is out about guidances on return to in-person work, hen central mail will aligned with what that looks like as offices start to reopen. Look for more information on guidance around the reopening of in-person work comes out.

Question: (Nate Scherman, KSU) Are there other agencies using ServiceNow as a project management platform?

Answer; (Travis Rail)Not to my knowledge within the state tenant. Because we don't have the module purchased yet, we never implemented it.

DeAngela closed with a thank you to everyone who attended and encouraged everyone to review the policy standards presented today and give feedback. Please look for more information on the fall PMM class opportunity.

Meeting Ended at 2:25pm

Note:
Sara has asked for everyone to review the ITAB member web page and provide updates to Sara.Spinks@ks.gov. Thank you.

ITAB Members: Bold names were present during the meeting.

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

Other Attendees: Those joining by telephone were not identified.

Abraham, Mark - OITS	Harmon, Ken (Guest)	Salomon, Glen (Guest)
Bartron, Shelly - DA	Hart, Rob (Guest)	Scott, Linda - KID
Burns, Hope - OITS	Hodges, Matt (Guest)	Spinks, Sara - OITS
Burton, Megan - KSHS	Karns, Larry G - KSBIP	Steed, Gary (Guest)
Cahill, John - KPERS	Mariani, Bobbi - KID	Unruh, Matt - KS Water Office
Calhoun, Vanessa (Guest)	Murray, Jan - KSSBEO	Wareham, Jake (Guest)
Crowl, John (Guest)	Moyer, John - OITS	Wehking, Michael - OITS
Denning, Allie - DA	Niehues, Julie - OITS	Whelan, Cheryl - OAH
Diel, Tracy - DAGC	Norris, Eric - KSLIB	Wilson, Angela - OITS
Gloeckner, Laura - KBOC	Robison, Cole - OITS	Wisner, Erik - KREC
Grau, Denise (Guest)	Roderick, Thomas (Guest)	Zuliani, Walt (Guest)
		Brian (Guest)

Future ITAB Meetings: Mark your calendars!
August 17, 2021
November 16, 2021

Future ITEC Meetings: Mark your calendars!
September 4, 2021
December 13, 2021