

## NEBRASKA INFORMATION TECHNOLOGY COMMISSION

Wednesday, November 12, 2008, 11:30 a.m.  
University of Nebraska - Varner Hall - Board Room  
3835 Holdrege St., Lincoln, Nebraska

### **MINUTES**

#### **MEMBERS PRESENT:**

Senator Annette Dubas, Nebraska Legislature (via video conference UNK site)  
Pat Flanagan, Information Services Manager, Mutual of Omaha  
Dr. Dan Hoelsing, Superintendent, Laurel-Concord, Coleridge, Wynot & Newcastle Public Schools  
Mike Huggenberger, Director-Netlink, Great Plains Communications  
Dr. Doug Kristensen, Chancellor, University of Nebraska-Kearney  
Dr. Janie Park, President, Chadron State College  
Trev Peterson, Attorney, Knudsen, Berkheimer, Richardson, and Endacott, LLP

#### **MEMBERS ABSENT:**

Lieutenant Governor Rick Sheehy, Chair  
Linda Aerni, Chief Executive Officer, Community Internet Systems  
Lance Hedquist, City Administrator, South Sioux City

#### **ROLL CALL, NOTICE OF MEETING, & OPEN MEETINGS ACT INFORMATION**

In the absence of Lieutenant Governor Rick Sheehy, the meeting was called to order and chaired by Commissioner Kristensen. There were five voting members present at the time of roll call. A quorum was present to conduct official business. The meeting notice was posted to the NITC website and the [Public Meeting Calendar website](#) on October 27, 2008. The agenda was posted on the NITC website on November 6, 2008. A copy of the Open Meeting Act was posted on the south wall of the meeting room.

#### **APPROVAL OF THE SEPTEMBER 30, 2008 MINUTES**

**Commissioner Peterson moved to approve the [September 30, 2008](#) minutes as presented. Commissioner Park seconded. Roll call vote: Flanagan-Yes, Huggenberger-Yes, Kristensen-Yes, Park-Yes, and Peterson-Yes. Results: Yes-5, No-0. Motion carried.**

**PUBLIC COMMENT** - There was no public comment.

#### **INFORMATIONAL UPDATES**

*LB 1208 Implementation.* The Network Nebraska Phase III implementation has started and will include western and south central Nebraska plus some of the southeastern schools. The RFP was released on October 6 and bids were opened on November 5. A multi-vendor award has been announced with costs being very favorable in the Panhandle. The south-central Nebraska bids, which included the Hastings area were not as favorable so a follow-up RFP may be necessary. Holy Family School in Lindsay did not get a single bid from any vendor to bring fiber to their school. The Office of the CIO will be working with Lindsay Holy Family, as well as with other non-public schools, to arrange connections to Network Nebraska. The Office of the CIO is anticipating that a Phase 4 upgrade will be necessary in 2010 to fulfill the "access" provisions of LB 1208. At the last meeting, commissioners were informed that the southeast Nebraska schools did not want to participate in LB 1208. The Office of the CIO plans to continue discussions and communications with the Educational Service Units (ESU 3, 4, 5, and 6) and their school administrators. The question was raised as to their reasons for not participating. One response heard from an ESU administrator is that their schools have all the equipment and financial resources they need and that Network Nebraska would only represent increased costs. Ms. Decker informed the commission that when Network Nebraska began in 2003 the State and some local entities were paying upwards of \$800/meg for Internet service. In 2009, the State and local education entities will be paying \$15/meg.

Commissioner Hoelsing arrived at the meeting.

[Enterprise Exchange Email](#). Commissioners were given an update report that was sent out to agencies in October. Since then, DHHS has completed their migration to Exchange. Currently, 96.8% of state government mailboxes have been converted. There are less than 1000 left to migrate. The Project will meet the conversion goal. The Legislature is not part of the Exchange Project, but the OCIO is in discussions with the Legislature about converting.

*Public Safety Wireless Project.* The project goal is to replace the state's radio system and infrastructure and to integrate local and regional systems so that they are inter-operable. The State of Nebraska has awarded the contract to Motorola for the project. The number of partners involved in the project has been growing. OPPD and NEMA want to become partners. NPPD is an instrumental partner. There is a meeting later today with NPPD to discuss partnership responsibilities and ownership of equipment. A Memorandum of Understanding has been signed with the United States Department of Interior who will be providing the radio frequencies needed for the project. The Phase 1 go-live date is June 1, 2009. Motorola has begun work on the project design.

*GAO Survey.* The Government Accounting Office conducted a survey with each state CIO regarding broadband policies. The Office of the CIO and the Public Service Commission participated in the phone survey. A report will be available next year.

*Office of the CIO Award – GCN.* Government Computing News gives a national award for innovative use of technology. This year the Office of the CIO was recognized for the Nebraska Disaster Recovery Mobile Communications System. This was a collaborative effort with Homeland Security. The Mobile Communications System was used during the Kearney tornado event this past summer.

#### **REPORT - COMMUNITY COUNCIL [REPORT](#)**

Anne Byers, Community I.T. Manager

Community Technology Fund Grant Report: Developing Websites for Community Growth. Eleven Nebraska communities will receive assistance in developing websites to market their community to prospective residents and businesses and provide information to current residents through the Developing Websites for Community Growth Project. The Developing Websites for Community Growth project provides hands-on assistance to 11 communities, accessibility testing of websites, and marketing assistance. The project is strictly focused on content development, website enhancements, and marketing. The selected communities include: Burwell, Butler County, Elwood, Gering, Grand Island, Laurel, Pender, Scribner, South Sioux City, St. Paul and Valentine. A kick-off webinar was held on October 30 with over 30 participants. Project partners include the University of Nebraska-Lincoln Extension, Department of Economic Development, Nebraska Public Power District, AIM Institute, Twin Cities Development - Scottsbluff/Gering, and the NITC Community Council. The Developing Websites for Community Growth project has been funded through a grant from the Nebraska Information Technology Commission's Community Technology Fund.

#### **REPORT - EHEALTH COUNCIL [REPORT](#)**

Anne Byers, Community I.T. Manager

*HISPC Findings and Recommendations.* The Legal Work Group of the Nebraska Health Information Security and Privacy Committee (HISPC) reviewed Nebraska health information disclosure laws to identify laws more stringent than HIPAA. The Legal Work Group found one Nebraska law which was more stringent than HIPAA. Neb. Rev. Stat. 71-8403 stipulates that authorizations for release of medical records are valid for a maximum period of 180 days. The group recommended deleting the 180 day restriction. HIPAA requirements would then apply, allowing patients to state an expiration date or expiration event. At Lt. Governor Sheehy's recommendation, representatives of the Legal Work Group and NITC staff met with Kathleen Dolezal from the Governor's Policy Research Office to discuss the recommended statutory change. She recommended working with other interested stakeholders who may be planning to introduce related legislation. Sheila Wrobel, the Chair of the Legal Work Group, and Anne Byers met with Dale Mahlman from the Nebraska Medical Association to discuss this issue. Legal Work

Group members include: Sheila Wrobel, UNMC; Dennis Berens, DHHS; David Lawton, DHHS; Roger Brink, DHHS; Joe Acierno, DHHS; Charlene Dunbar, Nebraska Heart Institute; Kim Hazelton, BryanLGH; Kim Galt, Creighton University and Ron Hoffman, Mutual of Omaha.

Commissioner Kristensen recommended that the group also work with the legal counsel for the Health and Human Services Committee.

*E-Prescribing.* The E-Prescribing Work Group met for the first time on October 20. The group is expected to make recommendations by March 2009. During a discussion on e-prescribing at the August eHealth Council meeting, Joni Cover from the Nebraska Pharmacists Association alerted the eHealth Council to a potential barrier to e-prescribing in a Nebraska statute that requires pharmacists to keep paper copies of prescriptions. At Kathleen Dolezal's recommendation, the E-Prescribing Work Group initiated efforts with the Nebraska Pharmacists Association to include a change to the statute in other proposed legislation.

*Supporting Proposed Legislative Changes.* The eHealth Council co-chairs inquired about the role of the eHealth Council and the NITC in supporting proposed legislation which would remove the identified potential barriers to eHealth. After discussion, it was recommended that the Office of the CIO staff monitor any proposed legislation or studies and keep Commissioners informed.

*Deliberative Discussion.* The University of Nebraska Public Policy Center has been working with members of the eHealth Council and the Nebraska HISPC to conduct a deliberative discussion on electronic medical records and health information exchange on Nov. 17 at the UNL East Campus Union. Lt. Governor Sheehy has been invited to participate. The Deliberative Discussion was funded through an NITC Community Technology Fund grant.

*Personal Health Record (PHR) Work Group.* The PHR Work Group met for the first time on October 24. The group is expected to make recommendations by March 2009.

## **REPORT - EDUCATION COUNCIL REPORT**

Tom Rolfes, Education I.T. Manager

The Education Council met on October 24. Of the eight NITC strategic initiatives, two have a direct affect on the Education Council -- Network Nebraska and Digital Education. The council has developed 16 action items for the initiatives and has decided to establish four volunteer work groups to further develop the action items -- Marketing, Funding/eRate, Services, and Governance.

*Marketing.* The work group developed a survey about Network Nebraska services. Survey questions are being reviewed by members of the Education Council and CAP (Collaborative Aggregation Partnership). It will be sent out in November and will cover both the administrative and technical aspects of Network Nebraska.

*Funding and eRate:* The work group has been exploring options to make Nebraska's Pre-K population eligible for eRate. There are over 20 states that have Pre-K populations eligible for eRate. This was done through changing the definition of elementary education and others through direct legislation. The work group has been working with the Department of Education and legal counsel to propose legislation that would not affect state aid to schools. Currently, in Nebraska statutes, a school is defined as only serving K-12 students.

*Services:* The work group has not met since the last NITC meeting. Their goal is to describe the services provided by Network Nebraska and post information on the Network Nebraska website for easy access to educational entities.

*Governance:* The work group will be addressing the Network Nebraska governance and leadership structure and provide input on how to make Network Nebraska more effective for its customers. The frequency of the Education Council meeting was discussed and it was decided the Council will continue to meet every other month.

Mr. Rolfes noted that the NITC Education Council is somewhat unique in the country because it has both K-12 and higher education representation at the same table speaking with a single voice. The Council has begun working with Nebraska.gov to redesign the State of Nebraska's education portal.

## **REPORT - STATE GOVERNMENT COUNCIL and GIS COUNCIL REPORT**

No report.

## **REPORT - TECHNICAL PANEL REPORT**

Walter Weir, Chief Information Officer, University of Nebraska

The Technical Panel has met twice since the last NITC meeting. The panel continues to receive I.T. Project updates and has reviewed technical standards and guidelines.

*IT Project Update – Nebraska Public Employees Retirement System:* Jerry Brown, Project Manager, reports monthly to the Technical Panel. The project system testing and have completed 16 of the 19 required functional areas. Necessary user training and rollout activities are being developed and will be shared with the Steering Committee today. The project end date is still February 9, 2009 and the project remains within budget.

*IT Project Update – DHHS LIMS (Laboratory Information Management System):* The laboratory system, which performs both data collection and analysis, is being redesigned. A contract with Kenware has been awarded but a project start date has not been officially established. The project is estimated to cost \$300,000-\$400,000 and will take approximately 12-18 months to complete.

*IT Project Update – DHHS MMIS (Medicaid Management Information System):* MMIS is an integrated group of procedures and computer processing operations (subsystems) developed at the general design level to meet the program's principal objectives. This federally directed and 90% federally funded project is for the design, development, and/or installation of the newer mechanized claims processing and information retrieval system that all states are required to have. The rewrite of the system is intended to achieve a reduction in administrative costs; improve service to recipients, providers and inquiries; automate operations claims control and improve computer capabilities; and achieve management reporting for planning and control. It is estimated the project will have joint staffing with 59 staff from the State and 41-81 contractors by April 2009. Six design teams will be involved in the redesign of the existing EDS-developed PowerBuilder to the Microsoft.NET architecture. To date \$3.9 million has been spent on the project.

*IT Project Update – University of Nebraska and State College System SIS (Student Information System) and SAP:* The project site has been established at 56<sup>th</sup> and O Streets. The implementation contractor, CedarCrestone, has been working with the campuses to identify any significant functions that may require additional attention. During the project, there will be extensive use of videoconferencing. Therefore, a high-capacity 100 Mbps circuit is being put in place between that location and Nebraska Hall to ensure adequate bandwidth. In November, initial training in the areas of academic structure, database administration and PL SQL programming is being conducted at the Oracle facility in Omaha for representatives from all campuses. In December, work will begin on the design and configuration of the new environment. The go-live for this portion of the project is August 2010. The SAP integration is in the initial configuration processes for the State College System. The business process definition and detailed requirements will be completed as scheduled. All external system interfaces are being inventoried using the combined University and State College System business team meetings. The project anticipates a major review and customization effort will be required to incorporate the State College System but no significant problems have been identified thus far. The anticipated go-live date for this portion of the project is July 1, 2009.

## **STANDARDS AND GUIDELINES - [NITC 1-203](#): PROJECT STATUS REPORTING**

*Purpose:* By statute, the NITC may require progress reports for information technology projects utilizing state appropriated funding. Not all projects will be required to submit progress reports, only those projects specifically designated by the NITC will be subject to these reporting requirements. The purpose of this standard is to establish the procedures for designating such projects, to establish the format to be used for the progress reports, and to assign responsibilities to the Technical Panel.

The standard includes a proposed written format that agencies will be required to submit. The Technical Panel may approve an alternate format, provided the format contains enough information to render proper evaluation. A question was raised regarding examples of other formats. Mr. Weir commented that CedarCrestone has a project status reporting system that may meet the NITC reporting requirements. The document has been posted for the 30-day public comment period. The Technical Panel reviewed the standard and is submitting the standard for NITC approval.

**Commissioner Peterson moved to approve the [NITC 1-203: Project Status Reporting standard](#). Commissioner Park seconded. Roll call vote: Flanagan-Yes, Peterson-Yes, Hoelsing-Yes, Park-Yes, Huggenberger-Yes, and Kristensen-Yes. Results: Yes-6, No-0. Motion carried.**

#### **STANDARDS AND GUIDELINES - [NITC 1-205: ENTERPRISE PROJECTS](#)**

*Purpose:* By statute, the NITC "shall determine which proposed information technology projects are enterprise projects". Enterprise projects must comply with certain statutory requirements including the submission of a project plan and compliance with monitoring requirements. The purpose of this standard is to document the procedures regarding the designation, review, approval, and monitoring of enterprise projects.

The document has been posted for the 30-day public comment period. The Technical Panel reviewed the standard and is submitting the standard for NITC approval.

**Commissioner Park moved to approve the [NITC 1-205: Enterprise Projects standard](#). Commissioner Flanagan seconded. Roll call vote: Peterson-Yes, Park-Yes, Kristensen-Yes, Huggenberger-Yes, Hoelsing-Yes, and Flanagan-Yes. Results: Yes-6, No-0. Motion carried.**

#### **STANDARDS AND GUIDELINES - [NITC 5-202: BLOCKING EMAIL ATTACHMENTS](#)**

*Purpose:* It is important to take steps to protect the state's computing environment against the threat of viruses. Email attachments with certain extensions are often used in virus attacks because of their execution access and the amount of damage they can cause. Therefore, the State of Nebraska prohibits certain attachments from being transmitted through email.

This is an update to the original standard adopted on November 13, 2003. Attachment A lists the attachments that will be blocked by the SMTP gateway. It is anticipated that there will be further updates to the standard over time. The document has been posted for the 30-day public comment period. The Technical Panel reviewed the standard and is submitting the standard for NITC approval.

**Commissioner Hoelsing moved to approve the [NITC 5-202: Blocking Email Attachments standard](#). Commissioner Huggenberger seconded. Roll call vote: Huggenberger-Yes, Kristensen-Yes, Hoelsing-Yes, Park-Yes, Flanagan-Yes, and Peterson-Yes. Results: Yes-6, No-0. Motion carried.**

#### **STANDARDS AND GUIDELINES - [NITC 8-301: PASSWORD STANDARD](#)**

*Purpose:* Passwords are a primary means to control access to systems; therefore all users must select, use, and manage passwords to protect against unauthorized discovery or usage.

The three areas that agencies can request a non-expiring password are Automated System Accounts, Multi-user Computers, and System Equipment/Devices. Agencies must complete Non-Expiring Password

Request form (Attachment A). The document has been posted for the 30-day public comment period. The Technical Panel reviewed the standard and is submitting the standard for NITC approval.

**Commissioner Peterson moved to approve the [NITC 8-301: Password Standard](#) standard. Commissioner Park seconded. Roll call vote: Flanagan-Yes, Hoelsing-Yes, Huggenberger-Yes, Kristensen-Yes, Park-Yes, and Peterson-Yes. Results: Yes-6, No-0. Motion carried.**

## **FY2009-2011 I.T. PROJECT PROPOSALS - RECOMMENDATIONS TO THE GOVERNOR AND LEGISLATURE**

Steve Henderson, I.T. Administrator, Planning and Project Management

Mr. Henderson provided background information on the review process and meeting documents. Project proposals were submitted via the new budget application. Three reviewers are assigned to a project. Reviewers score and comment on the projects in six categories:

- Goals, Objectives, and Projected Outcomes
- Project Justification/Business Case
- Technical Impact
- Preliminary Plan for Implementation
- Risk Assessment
- Financial Analysis and Budget

Submitting agencies have the opportunity to comment on the reviews.

Project scores and comments and agency comments (if any) are then reviewed by the Technical Panel. The Technical Panel review responds to the following three questions:

- Is the project technically feasible?
- Is the proposed technology appropriate for the project?
- Can the technical elements be accomplished within the proposed timeframe and budget?

Projects were reviewed by the State Government Council and prioritized using the following tiers:

- Mandate: Required by law, regulation, or other activity
- Tier 1: Highly Recommended. Mission critical project for the agency and/or state.
- Tier 2: Recommended. High strategic important to the agency and/or the state.
- Tier 3: Other. Significant strategic importance to the agency and/or the state; but, in general, has an overall lower priority than the Tier 1 and Tier 2 projects.
- Tier 4: Insufficient information to proceed with a recommendation regarding funding.

Mr. Henderson noted that Project 25-01 from the Department of Health and Human Services does not have a score or tier recommendation because the project proposal was received after the initial reviews were completed.

In addition to the tiers, the NITC Value and Feasibility document provides portfolio management information. Project score information was used for the graph. Each of the 10 projects is positioned on the graph. Four variables were assigned – Value, Feasibility, Cost, and Recommended Tier Assignment. The University of Nebraska staff and Ryan Christensen, Office of the CIO, were acknowledged for their work with the portfolio management information. The NITC has a statutory obligation to make I.T. budget request recommendations to the Legislature. The Commission has the authority to make changes in tier assignments or it can accept the recommendations in a single motion or through multiple motions.

Commissioner Flanagan moved to approve the FY 2009-2011 I.T. Project Tier Recommendations as presented. Commissioner Huggenberger seconded.

Discussion followed. Commissioner Hoelsing asked what the Commission should do about Project 25-01 Department of Health and Human Services--Access Nebraska since there was no review score or tier recommendation and requested further discussion.

Commissioners Flanagan and Huggenberger withdrew their motion.

Mr. Henderson suggested that the recommendation could go forward omitting a recommendation on Project 25-01 until the next NITC meeting. Commissioners requested that it be noted on the recommendation that the project was being omitted due to a late submittal.

**Commissioner Hoelsing moved to approve of the FY 2009-2011 I.T. Project Tier Recommendations with the omission of Project 25-01. Commissioner Peterson seconded. Roll call vote: Peterson-Yes, Park-Yes, Kristensen-Yes, Huggenberger-Yes, Hoelsing-Yes, and Flanagan-Yes. Results: Yes-6, No-0. Motion carried.**

More discussion followed regarding the tier recommendation for Project 25-01. It was suggested to move the project to Tier 4-Insufficient information to proceed with a recommendation for funding.

**Commissioner Peterson moved that Project 25-01 be put in Tier 4 until the next NITC meeting. Commissioner Park seconded. Roll call vote: Hoelsing-Yes, Huggenberger-Yes, Kristensen-Yes, Park-Yes, Peterson-Yes, and Flanagan-Yes. Results: Yes-6, No-0. Motion carried.**

### **NITC PROGRESS REPORT TO THE GOVERNOR AND LEGISLATURE - NOVEMBER 2008**

On even numbered years, the NITC provides a written report to the Legislature. The NITC has been in existence for 10 years. For the next report, Commissioners suggested putting a map indicating communities participating in NITC-sponsored projects, including cost savings from collaborative efforts, and possible examples of cross-agency synergism.

**Commissioner Peterson moved approval of the [NITC Progress Report to the Governor and Legislature](#). Commissioner Park seconded. Roll call vote: Huggenberger-Yes, Hoelsing-Yes, Flanagan-Yes, Peterson-Yes, Park-Yes, and Kristensen-Yes. Results: Yes-6, No-0. Motion carried.**

### **OTHER BUSINESS**

[Nebraska Digital Government Summit](#). The Nebraska Digital Government Summit is being held on Tuesday, November 18 at the Embassy Suites - Lincoln Downtown, 1040 P Street, in Lincoln. The NITC Commissioners were invited to attend.

Article in *Distance Learning: A Magazine for Leaders* - [Constructing the 39th Statewide Network: The Story of Network Nebraska](#). Copies of the article were distributed to Commissioners by Tom Rolfes. Nebraska and Network Nebraska were prominently featured.

### **NEXT MEETING DATE AND ADJOURNMENT**

Commissioners will be contacted as to their availability for the next meeting.

**Commissioner Flanagan moved to adjourn. Commissioner Park seconded. All were in favor. Motion carried.** The meeting was adjourned at 1:25 p.m.

Meeting minutes were taken by Lori Lopez Urdiales and reviewed by Office of the CIO/NITC staff.