M E E T I N G   A G E N D A

**State Government Council
of the
Nebraska Information Technology Commission**

Thursday, September 14, 2006 - 1:30 p.m.
Executive Building - Lower Level Conference Room
521 S 14th Street
Lincoln, Nebraska

AGENDA

Meeting Documents: Click the links in the agenda
or click here for all documents (xx Pages, xxx KB).

1. Roll Call, Meeting Notice & Open Meetings Act Information

2. Public Comment

3. Approval of Minutes* - June 8, 2006

4. Standards and Guidelines - Recommendation to the Technical Panel and NITC
- Remote Access Standard*

5. Discussion: Secure E-mail - Steve Hartman
- Within State Government
- External Entities

6. Discussion: Biennial Budget Requests - IT Project Proposal Form Review
Process
- Reviewers
- Reviewer Scoring Sheet
- Portfolio Management

7. Agency Reports

8. Other Business

9. Next Meeting Date
Thursday, October 12, 2006

10. Adjourn

* Denotes action items.

(The Council will attempt to adhere to the sequence of the published agenda, but reserves the right
to adjust the order of items if necessary and may elect to take action on any of the items listed.)

NITC and State Government Council Websites: http://www.nitc.state.ne.us/

Meeting notice posted to the NITC Website: 10 AUG 2006
Meeting notice posted to the [Nebraska Public Meeting Calendar](): 10 AUG 2006
Agenda posted to the NITC Website: 8 SEP 2006

M E E T I N G   M I N U T E S

STATE GOVERNMENT COUNCIL

Thursday, June 8, 2006 - 1:30 p.m.
Executive Building - Lower Level Conference Room
521 S 14th Street, Lincoln, Nebraska

PROPOSED MINUTES

MEMBERS PRESENT:

Bob Beecham, NDE Support Services
Dennis Burling, Department of Environmental Quality
Randy Cecrle, Workers' Compensation Court
Tom Conroy, Information Technology Services
Josh Daws, Secretary of State's Office
Brenda Decker, Chief Information Officer
Keith Dey, Department of Motor Vehicles
Dorest Harvey, Private Sector
Rex Gittins, Department of Natural Resources
Bill Miller, Supreme Court
Jim Ohmberger, Health and Human Services
Mike Overton, Crime Commission
Jayne Scofield, Information Technology Services
Bob Shanahan, Department of Labor
George Wells, Correctional Services

MEMBERS ABSENT: Mike Calvert, Legislative Fiscal Office; Pat Flanagan, Private Sector; Dick Gettemy, Department of Revenue; Lauren Hill, Governor's Policy Research Office; Gerry Oligmueller, Department of Administrative Services; Rod Wagner, Library Commission; Bill Wehling, Department of Roads; William Scheideler, Budget Division; and Scott McFall, State Patrol

CALL TO ORDER, ROLL CALL AND NOTICE OF MEETING

Ms. Decker called the meeting to order. There were 14 voting members present at the time of roll call. A quorum was present. The meeting notice was posted to the NITC Website and the Nebraska Public Meeting Calendar on May 8, 2006. The agenda was posted to the NITC Website on June 6, 2006.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF APRIL 2006 MINUTES

Mr. Harvey moved to approve the April 13 , 2006 minutes as presented. Mr. Wells

seconded. Roll call vote: Beecham-Yes; Burling-Yes, Conroy-Yes, Overton-Yes, Decker-Yes, Daws-Yes, Harvey-Yes, Shanahan-Yes, Cecrle-Yes, Ohmberger-Yes, Dey-Yes, Scofield-Yes, Wells-Yes, and Miller-Yes. Results: Yes-14, No-0. Motion carried.

DISCUSSION: PROJECT PROPOSAL FORM

Mr. Becker indicated that, as with past biennial budget request cycles, agencies will be required to submit a project proposal form for requests for new or additional funding for IT projects. The form linked to the agenda was used during the last biennium. This is an opportunity to review the form and our project review process to make changes. After the last round, members noted two major changes to consider: (1) Projects that are in the early planning stages, but need to be included as a budget request, should be reviewed and/or scored differently than fully mature projects, which are able to include more detailed information; and (2) There needs to be an ongoing project review process, rather than only reviewing projects at the time of biennial budget requests.

Mr. Gittens arrived at the meeting.

Members discussed the project proposal form and review process:

- Purpose of review -- provide decision makers with analysis and confidence that projects are technically feasible and "make sense";
- Possibly reduce details required in sections V and VI;
- Two dimensions -- business and technical -- address the technical side when project matures;
- Revise the reviewer scoring sheet to feed a portfolio management tool;
- Create categories, such as Concept, Mature, and Active to divide the projects.

UPDATES

Agency Information Technology Plan Form. The form approved at our last meeting was also approved by the Technical Panel. The document is posted on the NITC website. An ABC memo will be sent later this week.

Online Business Registration. Brian Stevenson, Nebraska.gov, reported that the work group met last month. The group will use a phased approach for this project. The initial agencies involved are the Secretary of State's Office, Department of Revenue, Department of Labor, and the federal IRS. One of the first steps is to identify common data elements.

Shared Services: Virtual Server . Mr. Cecrle stated that this effort should be called "Virtual Client". He referred members to the report linked to the agenda. The Workers' Compensation Court was satisified with the product and will be pursuing it.

AGENCY REPORTS

There were no agency reports.

OTHER BUSINESS

Ms. Decker noted that the issue of secured communications has been raised by some agencies. This will be examined as a shared service by either the email group or the security group.

Mr. Hartman reminded the council that a security assessment will begin later this month.

NEXT MEETING DATE/TIME AND ADJOURNMENT

The next meeting of the NITC State Government Council will be held on July 13, 2006 at 1:30 p.m.

Mr. Miller moved to adjourn. Mr. Harvey seconded. All were in favor. Motion carried.

Meeting minutes were taken by Rick Becker of the Office of the Chief Information Officer.

Nebraska Information Technology Commission

STANDARDS AND GUIDELINES

Remote Access Standard

Category	**Security Architecture**
Title	**Remote Access Standard**
Number	

Applicability	☑ State Government Agencies
	  ☐ **All**...Not Applicable
	  ☑ **Excluding <u>higher education</u> <u>institutions</u>** ....Standard
	☐ State Funded Entities - All entities receiving state funding for matters covered by this document ....Not Applicable
	☑ Other: **All Public Entities**..............................Guideline
	
	Definitions:
	Standard - Adherence is required. Certain exceptions and conditions may appear in this document, all other deviations from the standard require prior approval of _____.
	Guideline - Adherence is voluntary.

Status	☐ **Adopted** ☑ **Draft** ☐ **Other:**
Dates	**Date: Draft September 7, 2006** **Date Adopted by NITC:** **Other: Previous Guideline adopted by the NITC on September 30, 2003.**

Prepared by: Technical Panel of the Nebraska Information Technology Commission
Authority: Neb. Rev. Stat. § 86-516(6)
http://www.nitc.state.ne.us/standards/

1.0 Standard

It is the responsibility of all State of Nebraska agencies to strictly control remote access and ensure that employees, contractors, vendors and any other agent granted remote access privilege to any State of Nebraska network utilize one of the following approved secure remote access products (See Appendix A, Approved Remote Access products).

2.0 Purpose and Objectives

As employees and organizations utilize remote connectivity to the State of Nebraska networks, security becomes increasingly important. Accompanying and contributing to this trend is the explosive growth in the popularity of broadband connections and other technologies for remote access. These standards are designed to minimize the potential exposure from damages which may result from unauthorized use of resources; which include loss of sensitive or confidential data, intellectual property, damage to public image or damage to critical internal systems, etc. The purpose of this document is to define standards for connecting to any State of Nebraska agency from any host.

Objectives include:
- Provide guidance to State of Nebraska agencies for employees, contractors, vendors and any other agent that requests remote access to any State of Nebraska network.
- Provide a high level of security that uses standardized technology and remains adaptable in the face of changing technology products.
- Ensure a solution that is scalable to meet the current and future needs of state agencies, their employees, clients and customers, and business partners.
- Meet federal security requirements for remote access control.

3.0 Applicability

3.1 State Government Agencies

All State agencies, boards, and commissions are required to comply with the standard listed in Section 1.0. All existing Agencies utilizing non-standard remote access applications must convert to the standard listed in Section 1.0 as soon as fiscally prudent, unless the application is exempt.

3.2 Exemption

Exemptions may be granted by the NITC Technical Panel upon request by an agency.

3.2.1 Exemption Process

Any agency may request an exemption from this standard by submitting a "Request for Exemption" to the NITC Technical Panel. Requests should state the reason for the exemption. Reasons for an exemption include, but are not limited to: statutory exclusion; federal government requirements; or financial hardship. Requests may be submitted to the Office of the NITC via e-mail or letter. The NITC Technical Panel will consider, in consultation with representatives of the Nebraska GIS Steering Committee, the request and grant or deny the exemption. A denial of an exemption by the NITC Technical Panel may be appealed to the NITC.

4.0 Responsibility

4.1 NITC

The NITC shall be responsible for adopting minimum technical standards, guidelines, and architectures upon recommendation by the technical panel. (Neb. Rev. Stat. § 86-516(6))

4.2 State Agencies

Each state agency will be responsible for ensuring that remote access to State resources is developed, maintained, and/or implemented, including but not limited to providing guidance on selecting appropriate technologies, software, and tools in a manner consistent with this standard and other state agency security policies.

Each state agency will be responsible for ensuring that the computers connected to State resources contain an Anti-Virus program with current signatures and that the computer is free from Spyware, Adware, and rootkits that would place State resources in jeopardy.

4.2.1 Remote Access Users

- Remote access users are responsible for all actions incurred during their session in accordance with all State of Nebraska and agency standards and policies.
- All home networks connected to the Internet via a broadband connection should have a firewall device installed.
- Web browsers settings should be selected or disabled as appropriate to increase security and limit vulnerability to intrusion.
- Operating systems should contain the most current security patches.

5.0 Related Documents

5.1 NITC Security Officer Handbook
(http://www.nitc.state.ne.us/standards/security/so_guide.doc)
5.2 NITC Network Security Policy (http://www.nitc.state.ne.us/standards/index.html)
5.3 NITC Incident Response and Reporting Procedures for State Government
(http://www.nitc.state.ne.us/standards/index.html)
5.3 Appendix A

6.0 References

6.1 National Institute Standards and Technology (NIST) Special Publication, 800-46, "Security for Telecommuting and Broadband Communications".
(http://csrc.nist.gov/publications/nistpubs/index.html).

Appendix A
Approved Remote Access Products

Product	Version
Citrix	
VPN	
SSH	

Secure Email discussion topics

1.) Costs structure for Secure Email.

In looking at a number of Enterprise class products we estimate the cost for 3,000 users will be approximately $120K - $150K, which equates to $40-$50 per user for the first year. We anticipate annual maintenance fees will be $8-$10 per user thereafter.

2.) Survey of existing External partners.

We would like every agency to send out a brief survey to all the external partners they do business with to determine the following:

- If they use a Secure Email product, what product is it?
- Do they allow gateway-to-gateway TLS in their infrastructure
- Comments (Perhaps another email related question)