

MEETING AGENDA

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

Thursday, June 11, 2009
1:30 p.m. - 2:30 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. (33 pages)

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes* - [April 9, 2009](#)
4. Standards and Guidelines
 - NITC 5-301: Use of Computer-based Fax Services by State Government Agencies ([Revised](#))*
 - Discussion: [LB 626](#) and the Acceptable Use Policy
5. Statewide Technology Plan
 - Council related [action items](#) to be updated for 2009-2010
6. Other Business
7. Agency Reports
8. Next Meeting Date
9. Adjourn

* Denotes Action Item

(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.)

Meeting notice was posted to the [NITC website](#) and the [Nebraska Public Meeting Calendar](#) on May 11, 2009. The agenda was posted to the NITC website on June 8, 2009.

STATE GOVERNMENT COUNCIL
of the
Nebraska Information Technology Commission
Thursday, April 9, 2009, 1:30 p.m. - 2:30 p.m.
Executive Building - Lower Level Conference Room
521 S 14th Street, Lincoln, Nebraska
PROPOSED MINUTES

MEMBERS PRESENT:

Brenda Decker, Chief Information Officer, Chair
Bob Beecham, Nebraska Department of Education
Randy Cecrle, Alt. for Glenn Morton, Workers Compensation Court
Beverlee Bornemeier, Alt. for Tom Conroy, OCIO-Enterprise Computing Services
Pat Flanagan, Private Sector
Steve Rathje, Alt. for Rex Gittins, Department of Natural Resources
Dorest Harvey, Private Sector
Kelly Lammers, Department of Banking
Bill Miller, Alt. for Janice Walker, State Court Administrator's Office
Jim Ohmberger, Health and Human Services
Mike Overton, Alt. for Michael Behm, Crime Commission;
Bob Shanahan, Department of Correctional Services
Len Sloup, Department of Revenue
Jayne Scofield, OCIO-Network Services
Bill Wehling, Department of Roads

MEMBERS ABSENT: Dennis Burling, Department of Environmental Quality; Mike Calvert, Legislative Fiscal Office; Carlos Castillo, Department of Administrative Services; Josh Daws, Secretary of State's Office; Lauren Hill, Governor's Policy Research Office; Cathy Lang, Department of Labor; Bev Neth, Department of Motor Vehicles; Gerry Oligmueller, Budget Office; and, Rod Wagner, Library Commission

OTHERS PRESENT: Suzy Fredrickson, State Patrol

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Ms. Decker called the meeting to order at 1:30 p.m. There were fourteen voting members present at the time of roll call. A quorum was present to conduct official business. It was stated that the meeting notice was posted to the [NITC website](#) and [Nebraska Public Meeting Calendar](#) on February 13, 2009 and the agenda was posted to the NITC website on April 2, 2009. A copy of the Open Meetings Act was located on the front table.

PUBLIC COMMENT

There was no public comment

APPROVAL OF FEBRUARY 12, 2009 MINUTES

Mr. Flanagan moved to approve the [February 12, 2009](#) minutes as presented. Mr. Harvey seconded. Roll call vote: Decker-Yes, Beecham-Yes, Cecrle-Yes, Bornemeier-Yes, Flanagan-Yes, Rathje-Yes, Harvey-Yes, Lammers-Yes, Miller-Yes, Ohmberger-Yes, Shanahan-Yes, Sloup-Yes, Scofield-Yes, and Wehling-Yes. Results: Yes-14, No-0. Motion carried.

[DRAFT RECORDS RETENTION SCHEDULES FOR DISASTER RECOVERY DATA](#)

Members has received the draft document regarding the Disaster Recovery Back-Ups For The Enterprise z/OS Mainframe System and Disaster Recovery Back-Ups For The OCIO Open Systems. Members asked about backups. The monthly backups are run separately

Mr. Beecham moved to recommend approval of the Draft Records Retention Schedules for Disaster Recovery Data. Mr. Shanahan seconded. Roll call vote: Wehling-Yes, Miller-Yes, Shanahan-Yes, Scofield-Yes, Ohmberger-Yes, Cecrle-Yes, Lammers-Yes, Harvey-Yes, Rathje-Yes, Flanagan-Yes, Sloup-Yes, Decker-Yes, Bornemeier-Yes, and Beecham-Yes. Results: Yes-14, No-0. Motion carried.

Mr. Overton and Ms. Fredrickson arrived at the meeting.

STANDARDS AND GUIDELINES

Discussion: eFax Shared Service. Currently, this is a guideline for state government but now that we have an enterprise email system, the Office of the CIO is recommending that the council consider making this a standard rather than a guideline. The Office of the CIO would like to offer this as a shared service as part of the unified enterprise project.

Discussion: Standards for Social Networking Websites/Web 2.0. There are many agencies utilizing these services. The State of Nebraska has a presence on Facebook and Twitter. The State Webmasters' Group is working on developing standards and guidelines that will cover these types of sites.

OTHER BUSINESS

[NASCIO - Recognition Awards 2009](#)

NASCIO is taking nomination for the 2009 Recognition Awards from states for successful programs or initiatives. Members were asked to send their nominations to the Office of the CIO by May 1 so that it can be submitted to NASCIO by their June 3 deadline. A five-page description of the project is needed as part of the nomination.

AGENCY REPORTS

The Nebraska.gov partner summit will be held on April 20th from 9 a.m. until 12:00 noon at the Marriott Cornhusker Hotel. It is free for State government agencies.

The Department of Education is implementing statewide standardized online testing. The project has been conducting testing. If agencies are interested in any of the data let them know.

The Office of the CIO has hired Brad Weakly as the new State Information Security Officer.

The Office of the CIO has been asked by a member of the Appropriations Committee for a copy of all agency I.T. plans.

NEXT MEETING DATE AND ADJOURNMENT

The next meeting of the NITC State Government Council will be May 14.

Mr. Harvey moved to adjourn. Mr. Wehling seconded. All were in favor. Motion carried by unanimous voice vote.

The meeting was adjourned at 1:56 p.m.

The meeting minutes were taken by Lori Lopez Urdiales and reviewed by Rick Becker of the Office of the CIO.

NITC 5-301 DRAFT

State of Nebraska Nebraska Information Technology Commission Standards and Guidelines

NITC 5-301 (Draft Revised)

Title	Use of Computer-based Fax Services by State Government Agencies
Category	Groupware Architecture
Applicability	Standard for all state government agencies, excluding higher education

1. Standard

State agencies needing computer-based fax services will use the "OCIO Internet Fax System" maintained and hosted by the Office of the CIO.

This standard does not apply to the use of stand-alone fax machines connected directly to a telephone line.

2. Purpose

The purpose of this standard is to provide state government agencies a technical solution for sending and receiving electronic faxes directly from computers.

2.1 Background

Sending Faxes - The traditional method for sending a fax is to scan a printed copy into a fax machine and manually entering a phone number to transmit a copy to an external fax machine. This method consumes staff time when copies must be sent to multiple destinations. Sequential transmissions to a large number of recipients can take too much time in an emergency situation.

An alternative method for faxing documents is the use of a high-capacity, state-run fax server activated directly from a computer. The sender never leaves the workstation and can fax documents directly from the email system. The body of the email can include a wide array of attachment formats.

Destination fax numbers can be stored in the email address book. Group lists can be used for mass distribution. Multiple destination fax machines can be contacted at the same time to reduce the total time to deliver information in an emergency situation.

Receiving Faxes - The traditional method for receiving faxes is to have incoming faxes printed at a local fax machine. An attendant watches for incoming faxes and manually routes the document to the intended user. Photocopies must be produced manually when the information needs to be routed to several people.

A fax server routes incoming faxes to an email inbox where the information can be reviewed for distribution. This electronic image can be forwarded to multiple email addresses without the need for printing or photocopying. An added benefit of receiving electronic fax images is that the image can be copied into a document management system for processing without the need for scanning the printed faxes.

Fax Server - A fax server is a computer connected to a network that uses a pooled

collection of phone lines for users to send and receive faxes. The state run electronic fax server system, called "OCIO Internet Fax System," is available for use by agencies within state government.

VERSION DATE: Draft - June 4, 2009
HISTORY: (to be added)
PDF FORMAT: (to be added)

LEGISLATURE OF NEBRASKA

ONE HUNDRED FIRST LEGISLATURE

FIRST SESSION

LEGISLATIVE BILL 626

FINAL READING

Introduced by Karpisek, 32.

Read first time January 21, 2009

Committee: Government, Military and Veterans Affairs

A BILL

1 FOR AN ACT relating to public officials and public employees; to
2 amend sections 49-1405 and 81-1120.27, Reissue Revised
3 Statutes of Nebraska, and sections 49-1401, 49-14,101.01,
4 and 49-14,101.02, Revised Statutes Cumulative Supplement,
5 2008; to change provisions relating to use of public
6 resources by public officials and public employees; to
7 redefine a term; to harmonize provisions; and to repeal
8 the original sections.

9 Be it enacted by the people of the State of Nebraska,

1 Section 1. Section 49-1401, Revised Statutes Cumulative
2 Supplement, 2008, is amended to read:

3 49-1401 Sections 49-1401 to 49-14,141 and section 3 of
4 this act shall be known and may be cited as the Nebraska Political
5 Accountability and Disclosure Act.

6 Sec. 2. Section 49-1405, Reissue Revised Statutes of
7 Nebraska, is amended to read:

8 49-1405 (1) Ballot question shall mean any question which
9 is submitted or which is intended to be submitted to a popular vote
10 at an election, including, but not limited to, a question submitted
11 or intended to be submitted by way of initiative, referendum,
12 recall, or judicial retention, ~~or bond issue or as a result of~~
13 ~~legislative action or action of a government body,~~ whether or not
14 it qualifies for the ballot.

15 (2) Ballot question shall also mean any question which
16 has been submitted to a popular vote at an election as a result
17 of legislative action or adoption of a resolution by a political
18 subdivision to place an issue or issues on the ballot.

19 Sec. 3. (1) Any use of public resources by a public
20 official or public employee which is incidental or de minimis shall
21 not constitute a violation of section 49-14,101.01 or 49-14,101.02.

22 (2) For purposes of sections 49-14,101.01 and
23 49-14,101.02, a resource of government, including a vehicle, shall
24 not be considered a public resource and personal use shall not be
25 prohibited if (a) the use of the resource for personal purposes

1 is part of the public official's or public employee's compensation
2 provided in an employment contract or a written policy approved
3 by a government body and (b) the personal use of the resource
4 as compensation is reported in accordance with the Internal
5 Revenue Code of 1986, as amended, and taxes, if any, are paid.
6 If authorized by the contract or policy, the resource may be used
7 whether or not the public official or public employee is engaged in
8 the duties of his or her public office or public employment.

9 (3) Use of a government vehicle by a public official or
10 public employee to travel to a designated location or the home
11 of the public official or public employee is permissible when the
12 primary purpose of the travel serves a government purpose and the
13 use is pursuant to a written policy approved by a government body.

14 (4) Pursuant to a collective-bargaining agreement, a
15 public facility may be used by a bargaining unit to meet regarding
16 activities of the union or bargaining unit. This section shall
17 not authorize the use of public resources for the purpose of
18 campaigning for or against the nomination or election of a
19 candidate or the qualification, passage, or defeat of a ballot
20 question.

21 (5) Nothing in the Nebraska Political Accountability and
22 Disclosure Act prohibits a public official or public employee from
23 using his or her personal cellular telephone, electronic handheld
24 device, or computer to access a wireless network to which access is
25 provided to the public by a government body.

1 Sec. 4. Section 49-14,101.01, Revised Statutes Cumulative
2 Supplement, 2008, is amended to read:

3 49-14,101.01 (1) A public official or public employee
4 shall not use or authorize the use of his or her public office
5 or any confidential information received through the holding of
6 a public office to obtain financial gain, other than compensation
7 provided by law, for himself or herself, a member of his or
8 her immediate family, or a business with which the individual is
9 associated.

10 (2) A public official or public employee shall not use or
11 authorize the use of personnel, resources, property, or funds under
12 his or her official care and control other than in accordance with
13 prescribed constitutional, statutory, and regulatory procedures or
14 use such items, other than compensation provided by law, for
15 personal financial gain.

16 (3) Unless otherwise restricted by an employment
17 contract, a collective-bargaining agreement, or a written agreement
18 or policy approved by a government body, a public official or
19 public employee may use a telecommunication system, a cellular
20 telephone, an electronic handheld device, or a computer under the
21 control of a government body for email, text messaging, a local
22 call, or a long-distance call to a child at home, a teacher,
23 a doctor, a day care center, a baby-sitter, a family member,
24 or any other person to inform any such person of an unexpected
25 schedule change or for other essential personal business. Any such

1 communication shall be kept to a minimum and shall not interfere
2 with the conduct of public business. A public official or public
3 employee shall be responsible for payment or reimbursement of
4 charges, if any, that directly result from any such communication.
5 An agency or government body may establish procedures for
6 reimbursement of charges pursuant to this subsection.

7 ~~(3)~~ (4) A public official shall not accept a gift
8 of travel or lodging or a gift of reimbursement for travel or
9 lodging if the gift is made so that a member of the public
10 official's immediate family can accompany the public official in
11 the performance of his or her official duties.

12 ~~(4)~~ (5) A member of the immediate family of a public
13 official shall not accept a gift of travel or lodging or a gift of
14 reimbursement for travel or lodging if the gift is made so that a
15 member of the public official's immediate family can accompany the
16 public official in the performance of his or her official duties.

17 ~~(5)~~ (6) This section does not prohibit the Executive
18 Board of the Legislative Council from adopting policies that allow
19 a member of the Legislature to install and use with private funds a
20 telephone line, telephone, and telefax machine in his or her public
21 office for private purposes.

22 ~~(6)~~ (7) Except as provided in section 23-3113, any person
23 violating this section shall be guilty of a Class III misdemeanor,
24 except that no vote by any member of the Legislature shall subject
25 such member to any criminal sanction under this section.

1 Sec. 5. Section 49-14,101.02, Revised Statutes Cumulative
2 Supplement, 2008, is amended to read:

3 49-14,101.02 (1) For purposes of this section, public
4 resources means personnel, property, resources, or funds under the
5 official care and control of a public official or public employee.

6 (2) Except as otherwise provided in this section, a
7 public official or public employee shall not use or authorize
8 the use of public resources for the purpose of campaigning for
9 or against the nomination or election of a candidate or the
10 qualification, passage, or defeat of a ballot question.

11 (3) This section does not prohibit a public official or
12 public employee from making government facilities available to a
13 person for campaign purposes if the identity of the candidate or
14 the support for or opposition to the ballot question is not a
15 factor in making the government facility available or a factor in
16 determining the cost or conditions of use.

17 (4) This section does not prohibit a governing body from
18 discussing and voting upon a resolution supporting or opposing a
19 ballot question or a public corporation organized under Chapter 70
20 from otherwise supporting or opposing a ballot question concerning
21 the sale or purchase of its assets.

22 (5) This section does not prohibit a public official or a
23 public employee under the direct supervision of a public official
24 from responding to specific inquiries by the press or the public as
25 to his or her opinion regarding a ballot question or from providing

1 information in response to a request for information.

2 (6) This section does not prohibit a member of the
3 Legislature from making use of public resources in expressing his
4 or her opinion regarding a candidate or a ballot question or from
5 communicating that opinion. A member is not authorized by this
6 section to utilize mass mailings or other mass communications at
7 public expense for the purpose of campaigning for or against the
8 nomination or election of a candidate. A member is not authorized
9 by this section to utilize mass mailings at public expense for the
10 purpose of qualifying, supporting, or opposing a ballot question.

11 (7) This subsection applies to public officials other
12 than members of the Legislature provided for in subsection (6)
13 of this section. This section does not prohibit, in the normal
14 course of his or her duties, a public official or a public employee
15 under the direct supervision of a public official from using
16 public resources to research and prepare materials to assist the
17 government body for which the individual is a public official or
18 public employee in determining the effect of the ballot question on
19 the government body. This section does not authorize mass mailings,
20 mass duplication, or other mass communications at public expense
21 for the purpose of qualifying, supporting, or opposing a ballot
22 question. Mass communications shall not include placing public
23 records demonstrating the consequences of the passage or defeat
24 of a ballot question affecting the government body for which the
25 individual is a public official or public employee on existing web

1 sites of such government body.

2 ~~(7)~~ (8) Nothing in this section prohibits a public
3 official from campaigning for or against the qualification,
4 passage, or defeat of a ballot question or the nomination or
5 election of a candidate when no public resources are used.

6 ~~(8)~~ (9) Nothing in this section prohibits a public
7 employee from campaigning for or against the qualification,
8 passage, or defeat of a ballot question or the nomination or
9 election of a candidate when no public resources are used. Except
10 as otherwise provided in this section, a public employee shall
11 not engage in campaign activity for or against the qualification,
12 passage, or defeat of a ballot question or the nomination or
13 election of a candidate while on government work time or when
14 otherwise engaged in his or her official duties.

15 ~~(9)~~ (10) This section does not prohibit an employee of
16 the Legislature from using public resources consistent with this
17 section for the purpose of researching or campaigning for or
18 against the qualification, passage, or defeat of a ballot question
19 if the employee is under the direction and supervision of a member
20 of the Legislature.

21 (11) Nothing in this section prohibits a public official
22 or public employee from identifying himself or herself by his or
23 her official title.

24 Sec. 6. Section 81-1120.27, Reissue Revised Statutes of
25 Nebraska, is amended to read:

1 81-1120.27 (1) The facilities of the state's
2 telecommunications systems are provided for the conduct of
3 state business. In addition, the state's telecommunications
4 systems, cellular telephones, electronic handheld devices, or
5 computers may be used by state employees and officials for emails,
6 text messaging, local calls, and long-distance calls to children
7 at home, teachers, doctors, day care centers, ~~and~~ baby-sitters,
8 ~~to~~ family members, or others to inform them of unexpected
9 schedule changes, and for other essential personal business.
10 ~~The use of the state's telecommunications systems~~ Any such use
11 for essential personal business shall be kept to a minimum and
12 shall not interfere with the conduct of state business. ~~Essential~~
13 ~~personal long-distance calls shall be either collect, charged to~~
14 ~~a third-party, nonstate number, or charged to a personal credit~~
15 ~~card.~~ A state employee or official shall be responsible for payment
16 or reimbursement of charges, if any, that directly result from any
17 such communication. The Department of Administrative Services may
18 establish procedures for reimbursement of charges pursuant to this
19 section.

20 (2) A member of the Legislature, while engaged in
21 legislative business, may make personal long-distance calls on
22 the state telecommunications system or by using his or her state
23 credit card. At the end of every month upon the member's receipt
24 of his or her long-distance call record, the personal long-distance
25 calls shall be designated by the member and the member billed

1 for such calls. Reimbursement to the state for such personal
2 long-distance calls by the member shall be made within thirty days
3 from the date of designation.

4 (3) A member of the Legislature, at his or her own sole
5 discretion, may designate any long-distance call as sensitive or
6 confidential in nature. If a long-distance call is designated as
7 sensitive or confidential in nature, any long-distance call record
8 used in an audit shall contain only the date the long-distance call
9 was made and the cost of the call. In no case shall the person
10 conducting the audit have access to a long-distance call number
11 designated as sensitive or confidential in nature by the member
12 without the written consent of the member. No calls made to or by
13 a member of the Legislature which are sensitive or confidential in
14 nature shall be required to be disclosed except that such calls
15 shall be so designated by the member, and only the amount of the
16 call and such designation shall be made available to a person
17 conducting an audit.

18 For purposes of this subsection, sensitive or
19 confidential in nature shall mean that either the member of the
20 Legislature or the caller would reasonably expect that the nature
21 or the content of the call would not be disclosed to another person
22 without the consent of the member and the caller.

23 Sec. 7. Original sections 49-1405 and 81-1120.27, Reissue
24 Revised Statutes of Nebraska, and sections 49-1401, 49-14,101.01,
25 and 49-14,101.02, Revised Statutes Cumulative Supplement, 2008, are

LB 626

LB 626

1 repealed.

State Government Efficiency

Objective

- To address multiple items improving efficiency in state government, including implementing enterprise shared services and adopting standards and guidelines.

Description

The primary components of this initiative are the implementation of shared services and the development of standards and guidelines.

Shared Services. The State Government Council has identified a number of potential shared services. The council chose the following shared services for further study and implementation at this time:

- Business Continuity / Disaster Recovery
- Directory Services
- E-mail
- Enterprise Maintenance / Purchase Agreements
- Geographic Information System (GIS)

Standards and Guidelines. The State Government Council, working with the Technical Panel, will continue to develop standards and guidelines to better coordinate state agency technology efforts.

Benefits

Benefits of this initiative include lower costs, easier interoperability among systems, greater data sharing, higher reliability, and improved services.

The primary components of this initiative are the implementation of shared services and the development of standards and guidelines.

State Government Efficiency



Action Plan

Action Items

Shared Services

1. Implement Business Continuity/Disaster Recovery as a shared service.

Action items are included in the Security and Business Resumption initiative.

2. Implement Directory Services as a shared service.

Action items are included in the Security and Business Resumption initiative.

3. Implement E-mail as a shared service.

Lead: Beverlee Bornemeier and Jayne Scofield

Participating Entities: State Government Council, E-mail Work Group

Timeframe: E-mail conversion continues in 2008.

Funding: Service rates

Status: Continuation. As of January 2008, approximately 1,800 state government e-mail accounts have been converted to the Exchange system. Conversion of accounts will continue throughout 2008. Additional actions will include activities related to archiving e-mail.

4. Implement Enterprise Maintenance / Purchase Agreements as a shared service.

Lead: Steve Schafer

Participating Entities: State Government Council, EM/PA Work Group

Timeframe: Continuation: Software Reseller Contract Rebid during 2008
New: Others as identified during 2008.

Funding: No funding required.

Status: Ongoing. Master agreements have been established with McAfee, CA, and Symantec for anti-virus and related product suites. Various IBM and Microsoft licenses and maintenance agreements completed for 2008.

State Government Efficiency

5. Implement Geographic Information System (GIS) as a shared service.

Action: Nebraska Geospatial Data Sharing and Web Services Network. Develop a Nebraska enterprise-level geospatial web portal, with Internet mapping and data services, to serve the users of Nebraska related GIS/geospatial data and enable those users to efficiently and reliably find, access, display, and build public information applications utilizing the geospatial data maintained by a wide variety of state, local and federal agencies and where appropriate, provide for a coordinated security system, including the possibility for limited data access and password protection..

Lead: Larry Zink, Coordinator, Nebraska GIS Council

Participating Entities: State Government Council; GIS Council

Timeframe: December 31, 2010 (continuation of earlier action item on Internet Mapping Services)

Funding: A total of \$215,000 in grant funding has been secured from the NITC Collaborative Fund, the State Record Board, and the US Geological Survey to underwrite a two-year start up period for this project. An additional \$25,000 will be sought from the State Records Board and \$60,000 from contributing state agency partners for a total of \$300,000. This funding to be supplemented by in-kind technical services provided from state and local agencies.

Status: Continuation. Twelve state and local government agencies have endorsed a Project Charter to indicate their support for, and partnership in, developing this online, enterprise-level GIS/geospatial data mapping and services portal. The bulk of the start up funding is targeted to the hiring of a technical lead for this project. A technical lead recruitment process is currently underway. The project will involve significant technical implementation challenges; including establishing the network, data sharing protocols, and web mapping and data services applications. The technology and system will allow for the live, interactive access and sharing of data from multiple Internet map servers operated by different agencies. The technology will allow agencies to leverage existing state and local investments in data and Internet map services, by other agencies, to build new applications incorporating these Internet map services into their application design. While there is a broad conceptual agreement on the outlines of the desired online network and services, additional planning will be required to define data sharing protocols, data sharing agreements, desired web services, and data access policies.

Action: Street Centerline-Address Database. Develop a plan (including responsibilities and resource requirements) for the coordinated development, data integration, on-going maintenance and online

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distribution/Internet mapping service of a composite, “best available”, statewide street centerline/address database.

Lead: Larry Zink, Coordinator, Nebraska GIS Council

Participating Entities: State Government Council; GIS Council

Timeframe: December 31, 2009

Funding: No enterprise level funding available at this time. However, a grant has been submitted that if successful would provide funding to assist with the development of a business case for the enterprise-level development and maintenance of this database. Major data development funding is on-going through Public Service Commission, Dept. of Roads, and local governments.

Status: Continuation. The Public Service Commission, through the Wireless E911 fund, has worked with counties to contract for the development and maintenance this data for 80 Nebraska counties. The initial data development is complete for least 56 of those 80 counties. For another 27 counties, the initial data development is in process. In addition, Douglas, Lancaster, and Sarpy counties have developed and maintain this data in-house. There are 10 rural counties for which there are currently no active plans for the development of this data. Currently these datasets are maintained in separate county files. The Dept. of Roads maintains geospatial data for all state highways and major local collector roads, but this data does not include street address information. While there are significant public resources being invested in the development of pieces this much needed data, there is currently no plan, or one agency responsible for the on-going collection, integration and distribution of this data in an integrated statewide database format. In 2007, the Office of the CIO and the State Patrol (NSP) cooperated to develop an integrated, “statewide”, street centerline-address files for the 45 counties that were available at that time. This data was needed for the NSP’s new statewide computer-aided dispatch system. The GIS Council has authorized the formation of an Advisory Committee on Street Centerline-Address Databases. That Advisory Committee has begun its work to develop recommendations for an on-going enterprise approach to developing, maintaining, and distributing a statewide, “best available” street centerline-address database from the multiple sources of this data.

Action: Metadata and State Geospatial Data Catalogue. Document existing state agency GIS/geospatial data with formal metadata and encourage the listing of available geospatial data in Nebraska Geospatial Data Center Clearinghouse Catalog.

Lead: Larry Zink, Coordinator, Nebraska GIS Council

State Government Efficiency



Participating Entities: State Government Council; GIS Council

Timeframe: December 31, 2008

Funding: Primarily supported through in-kind support of state and local agency personnel

Status: Continuation. The NITC has adopted a Geospatial Metadata Standard (http://www.nitc.state.ne.us/standards/data/metadata_standard_20050923.pdf), which calls for the progressive documentation of state agency geospatial data, within a one-year timeframe (by Sept. 2006). The Department of Natural Resources, in partnership with the Nebraska GIS Council, has developed a Nebraska Geospatial Data Center (<http://www.dnr.state.ne.us/databank/geospatial.html>). This Data Center includes a geospatial data clearinghouse and metadata development tools. A two-day metadata training session was held in Lincoln in 2007 and another training session is scheduled for Omaha in 2008. There remains a large body of state agency GIS/geospatial data that has not been documented with metadata and has not been listed on the Data Center Clearinghouse Catalog. The planning Geospatial Data Sharing and Web Services Network will also require metadata document.

Action: Statewide Geospatial Infrastructure Strategic Planning.

Develop an enterprise-level, statewide, GIS/geospatial infrastructure strategic plan for the geographic area of Nebraska. The planning process should involve the broader GIS user community (state, local, and federal agencies, tribes and the private sector) and seek to identify parallel needs and plans for geospatial data, standards, online distribution networks and services, coordination, funding, and policies.

Lead: Larry Zink, Coordinator, Nebraska GIS Council

Participating Entities: State Government Council; GIS Council

Timeframe: June 30, 2009

Funding: A \$50,000 strategic planning grant proposal has been submitted to the Federal Geographic Data Committee (FGDC) by the Office of the CIO on behalf of the Nebraska GIS Council. If funded, the majority of these grant funds will be used to hire a consultant to assist with this planning process. If not funded, the strategic planning process will still move forward, but on a reduced scale and pace.

Status: New. Over the last 5-6 years, the activities of the Nebraska GIS Council have been guided by an existing Strategic Plan, the goals of which were originally developed in 2001. The Council has endorsed a major outreach and planning effort to develop a new GIS/Geospatial Strategic Plan with the goal of facilitating the coordination and collaboration of the broader

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GIS user community in Nebraska. A grant application has been submitted. A Strategic Planning Advisory Committee has been established to oversee the process and has developed a conceptual outline of the planning process. The GIS Council, through its Planning Advisory Committee, will lead this process but the active support of the NITC, the State Government Council and its member agencies would be very helpful.

6. Explore requirements for issuing an RFP to contract vendors that provide temporary IT personnel. Meet with participating state agencies to gain input on how to structure and manage a new contract. The current contract originally expired on June 30, 2006 with an option to renew for an additional two years.

Lead: Office of the CIO

Participating Entities: Office of CIO, DAS Materiel Division and state agencies

Timeframe: To be completed by August 2008

Funding: No funding required.

Status: Continuation

Standards and Guidelines

7. The State Government Council working with the Technical Panel, will continue to develop standards and guidelines to better coordinate state agency technology efforts.

Lead: Rick Becker

Participating Entities: Technical Panel, State Government Council

Timeframe: Ongoing

Funding: None

Status: Ongoing. New and revised standards and guidelines adopted in 2007: Remote Access Standard, Emergency Information Page, Remote Administration of Internal Devices, Minimum Server Configuration, SMTP Routing Standard, DNS Forwarding Standard, Information Security Policy, Data Security Standard, Password Standard, and Email Policy for State Government Agencies.

State Government Efficiency



Other

8. Review issues and determine process for maintaining an inventory of non-education state government technology assets, including hardware, applications, and databases.

Lead: Office of the CIO

Participating Entities: State Government Council

Timeframe: 2008

Funding: None

Status: Continuation

9. Review issues and determine process for project status reporting.

Lead: Office of the CIO

Participating Entities: State Government Council

Timeframe: 2008

Funding: None

Status: Continuation. An RFP has been issued (updated--June, 2008).

Future Action Items

1. Services identified as potential shared services by the State Government Council include:

- Active Directory
- Automated Building Systems (HVAC, access, etc.)
- Backup Management
- Data Network Design
- Data Security
- Database Management
- Desktop Support
- Desktop Virtualization
- Document Management
- Electronic Filing
- Electronic Records Management
- Encryption

State Government Efficiency

- Enterprise Knowledge Management Databases
- General Platform Management
- Help Desk
- Instant Messaging
- Interactive VRU Applications
- Payment Portal
- Project Management
- R&D
- Remote Access
- Security
- Server Consolidation / Virtual Servers
- Software Deployment and Management
- SQL Database Design and Development
- Videoconferencing
- Voice Network Design
- VoIP
- Wireless
- Wiring Services
- Workflow

Completed Action Items (2007-2008)

Standards and Guidelines

1. New and revised standards and guidelines adopted in 2007: Remote Access Standard, Emergency Information Page, Remote Administration of Internal Devices, Minimum Server Configuration, SMTP Routing Standard, DNS Forwarding Standard, Information Security Policy, Data Security Standard, Password Standard, and Email Policy for State Government Agencies.

Other

2. Review and revise procurement review process for IT related purchases by state agencies.

3. Review options for integrating agency IT plans and IT project proposal forms into new budget system.

E-Government

Objective

- To further the use of e-government to improve services and increase the efficiency and effectiveness of agencies.

Description

The three goals for e-government are:

- **Government-to-Citizen and Government-to-Business.** Anyone needing to do business with state government will be able to go to the state's Web site, easily find the information or service they need, and if they desire, complete all appropriate transactions electronically. Areas to be addressed include citizen portal enhancement, business portal enhancements, education portal, and forms automation.
- **Government-to-Government.** State agencies will improve services and increase the efficiency and effectiveness of government operations through collaboration, communication, and data sharing between government agencies at all levels.
- **Government-to-Employee and Internal Operations.** Agencies will examine internal operations to determine cost-effective e-government applications and solutions. The purpose of these efforts is to improve efficiency and effectiveness by replacing manual operations with automated techniques.

The e-government principles guiding the council are:

- E-government should be considered a continuous process of using technology to serve citizens and improve agency operations;
- Internet technologies create new opportunities for major change, including self-service, integration of information and services, and elimination of time, distance and availability of staff as constraints to providing information and services;
- Agencies have responsibility for performing statutory functions, which means that agency directors must retain ownership of data, responsibility over the use of information technology, and prioritization of projects within the agency to achieve the greatest benefit;
- Cooperation is critical to achieving the goals of e-government, in order to integrate information and services and allow the easy exchange of information;

E-government should be considered a continuous process of using technology to serve citizens and improve agency operations.

E-Government



- An enterprise approach is essential to e-government, including the topics of accessibility for disabled persons, architecture, directories, funding, portal, privacy, security, and other issues; and

E-government is defined as the use of technology to enhance information sharing, service delivery, constituency and client participation, and governance by transforming internal and external relationships.

Benefits

The primary benefits from the use of e-government are:

- Improved services for citizens and businesses;
- Increased efficiency and effectiveness for agencies.

Action Plan

Action Items

1. Work with the various agencies involved in business registration—including the Secretary of State, Department of Revenue, and Department of Labor — to create an online system for business registration.

Lead: Nebraska.gov

Participating Entities: State Government Council, Nebraska.gov, agencies

Timeframe: 2008

Funding: To be determined.

Status: Continuation. Phase 1 of this action item was completed in November 2007 with the creation of the Nebraska One-Stop Business Registration Information System Web site (<https://www.nebraska.gov/osbr/>).

Future Action Items

1. Work with the Nebraska.gov manager and county officials to provide the means for online payment of property taxes and other local fees. This system is currently being provided by NACO/MIPS. Nebraska.gov will consider the cost benefit of moving forward with this project.

2. Work with the Nebraska State Patrol to review options for providing online access to certain, limited, criminal history information.

E-Government



3. Develop an online application for use by businesses attempting to find a suitable site for business development.

4. Develop strategies to address the following government-to-government activities:

- **Intergovernmental Cooperation Groups.** Expand upon current intergovernmental cooperative efforts like the CJIS Advisory Committee and GIS Steering Committee and develop new cooperative groups for those agencies that have specific, shared interests.
- **Integration of Government Information and Services.** Develop strategies for using Internet technologies to provide integrated access to information and services to citizens, businesses, employees, and other governmental entities.
- **Forms Automation.** Work with state agencies and political subdivisions to identify and prioritize opportunities for automating forms that local governments use to interact with state government.

5. The State Government Council will identify specific improvements and value-added services to be incorporated into the state employee portal.

6. Develop method of providing authentication for “first time” users.

7. Work with the Department of Motor Vehicles to provide for online vehicle registration.

Completed Action Items (2007-2008)

1. Phase 1 of the online business registration project was completed in November 2007 with the creation of the Nebraska One-Stop Business Registration Information System Web site (<https://www.nebraska.gov/osbr/>).

2. Department of Motor Vehicles to provide for online specialty plate ordering, to be completed in March 2008.

Security and Business Resumption

Objective

- To define and clarify policies, standards and guidelines, and responsibilities related to the security of the state's information technology resources.

Description

Information security serves statutory goals pertaining to government operations and public records. These include:

- Insure continuity of government operations (Article III, Section 29 of the Nebraska Constitution; Neb. Rev. Stat. § 28-901 and 84-1201);
- Protect safety and integrity of public records (Neb. Rev. Stat. § 28-911, 29-2391, and 84-1201);
- Prevent unauthorized access to public records (Neb. Rev. Stat. § 29-319, 81-1117.02, and 84-712.02);
- Insure proper use of communications facilities (Neb. Rev. Stat. § Section 81-1117.02); and
- Protect privacy of citizens (Neb. Rev. Stat. § 84, Article 7).

Major activities include:

- Development of an overall security strategy, including policies, security awareness, and security infrastructure improvements;
- Network security standards and guidelines;
- Education and training;
- Authentication (directory services);
- Disaster recovery for information technology systems (as part of a broader business continuity planning);
- Compliance with federal privacy and security mandates;
- Security assessments.

Benefits will include lower costs by addressing security from an enterprise perspective, cost avoidance, and protecting the public trust.

Security and Business Resumption



Benefits

Benefits will include lower costs by addressing security from an enterprise perspective, cost avoidance, and protecting the public trust.

Action Plan

Action Items

Security

1. Implement security incident response team.

Lead: State Security Officer and State Patrol

Participating Entities: State Government Council, Security Work Group

Timeframe: Spring / summer 2008

Funding: No funding required for this task.

Status: Continuation

2. Enhance Network Security and Network Management.

Action: Evaluate and recommend options for a Network Operation Center that will provide real-time monitoring of all critical assets within the State of Nebraska.

Lead: Office of the CIO - Wide Area Network

Participating Entities: State Government Council

Timeframe: 2008

Funding: Homeland Security Grant funding / Additional funding has yet to be determined.

Status: New

Security and Business Resumption

Business Resumption

3. Implement shared disaster recovery facilities. Mission critical systems have three common requirements: 1) Recovery times must be measured in hours, not days or weeks. 2) Recovery facilities should be physically separated so that they will not be affected by a single disaster. 3) There must be staff available to assist with the recovery efforts. Achieving these requirements is very expensive. Sharing disaster recovery facilities and establishing a collaborative approach to disaster recovery is one strategy for managing costs. The Office of the CIO and the University of Nebraska are jointly developing a fast recovery capability using mutual assistance of physically separated data centers.

Lead: Office of the CIO and University of Nebraska

Participating Entities: State Government Council

Timeframe: Ongoing

Funding: The cost and source of funding have not been determined.

Status: Continuation. An alternate site providing greater geographical separation has been selected. In the pursuit of establishing that alternate site, the University of Nebraska and the Office of the CIO are reviewing vendor RFP responses and are preparing to act on two important items:

- Establishing the fiber optic communications link between the University and State enterprise server primary sites located in Lincoln and an alternate site that provides greater geographic separation.
- Acquiring and implementing an enterprise server that can provide backup and execute assigned processing loads.

The intent is to complete the acquisition/implementation of both items in the next year. When completed, the University and the State will not only have their critical data mirrored at a geographically separated site, but will have the capability at the alternate site to continue the most critical enterprise server production processing with less than 10 hours interruption.

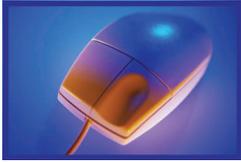
4. Promote disaster planning for information technology systems, including developing elements of a common planning document and developing an approach for common governance during an event.

Lead: Steve Henderson / Dave Berkland

Participating Entities: State Government Council

Timeframe: Ongoing

Security and Business Resumption



Funding: No funding required.

Status: Continuation. The Director-level meetings, chaired by Lt. Governor Sheehy, identified critical business functions and categorized them into one of three categories: public safety, public health and institutional care. Progress has been made with public safety (lead by Nebraska State Patrol) in identifying:

- The agencies that work together in the public safety domain
- The data the partners use to complete their work
- The IT infrastructure used to support the data

Initial kick-off meetings have been held with public health (lead by Department of Health and Human Services) to identify the same items. Work continues with Nebraska Emergency Management Agency to understand and refine the implementation of the incident command system and its interactions with the State EOC. Work to integrate continuity of operations, disaster recovery, emergency operations and emergency action plans has begun.

Future Action Items

1. Convene a work group to improve disaster recovery and business continuity procedures, including homeland security preparedness, for all public entities.

Completed Action Items (2007-2008)

Security

1. Conduct annual independent security audits. Multiple federal programs require periodic computer security audits, including HIPAA, HAVA, and Bioterrorism grants from the Center for Disease Control. Computer security audits are a widely accepted best practice across the public and private sector.

Lead: State Security Officer

Participating Entities: State Government Council, Security Work Group

Timeframe: Implementation timeframe is March/April 2008.

Funding: Government Technology Collaboration Fund

Status: Completed. An RFP was awarded Feb. 7, 2008 to IBM to implement the Qualys solution on 2600 devices.

Security and Business Resumption

2. Enhance Network Security and Network Management. (New action items listed above, completed action items listed here.)

Action: Investigate and recommend an enterprise solution to ensure that encrypted traffic adheres to State security requirements.

Lead: Office of the CIO - Network Support

Participating Entities: State Government Council

Timeframe: Feb. 2008

Funding: No funding required for this task.

Status: Completed with the migration of all Avaya firewalls to the Fortinet infrastructure.

Action: Evaluate and recommend options for providing encryption to clients across the state's Wide Area Network.

Lead: Office of the CIO - Wide Area Network

Participating Entities: State Government Council

Timeframe: March 2008

Funding: No funding required for this task.

Status: Completed. The State of Nebraska has entered into a contract with PGP for whole disk encryption.

Action: Evaluate and recommend options for providing compliance auditing across the state's Wide Area Network.

Lead: State Security Officer and Office of the CIO - Wide Area Network

Participating Entities: State Government Council

Timeframe: 1st Qtr 2008

Funding: No funding required for this task.

Status: Completed. The State of Nebraska has purchased Cisco's Compliance Manager and has been attending training classes for staff.

Security and Business Resumption



Business Resumption

3. Encourage testing and updating of disaster plans.

Lead: Steve Henderson / Dave Berkland

Participating Entities: State Government Council

Timeframe: Ongoing

Funding: No funding required.

Status: Completed. The Continuity of Operations Planning/Disaster Recovery Planning Shared Services Group worked to develop and act on ways to better coordinate disaster recovery planning and to provide for more consistent disaster recovery plans. An NITC standard (“Information Technology Disaster Recovery Plan Standard”) has been put in place. Work has been completed to better understand disaster recovery plan assumptions and dependencies.

Annual conference addresses cyber security threats

The 3rd annual Nebraska Cyber security conference was held in Lincoln, Nebraska on Tuesday, April 22, 2008. This year’s conference was opened up to include IT professionals from the private sector, education, and law enforcement. Over 125 IT administrators, managers, police officers, and members of USSTRACOM attended the day-long event.

This year’s conference keynote speaker was Greg Garcia, the Assistant Secretary of Cyber Security and Telecommunications, with the Department of Homeland Security. Mr. Garcia talked about the threats and risks the nation faces on a daily basis. He explained how the Federal government, working through organizations like the Multi-State Information Sharing and Analysis



Greg Garcia, Assistant Secretary of Cyber Security and Telecommunications, with the Department of Homeland Security, talked about the threats the nation faces.