State Government Council Meeting Agenda

State Government Council

Thursday, February 13, 2014 at 1:30 PM

Executive Building - Lower Level Conference Room

521 S 14th Street

Lincoln, NE

Meeting Documents

1:30 PM	**1.** Roll Call, Meeting Notice & Open Meetings Act Information	Chair
1:35 PM	**2.** Public Comment	Chair
1:40 PM	**3.** Approval of Minutes* - September 12, 2013	Chair
1:45 PM	**4.** Presentation: Public Service Commission's Mobile Pulse Application	C. Robbins
2:05 PM	**5.** Discussion - Windows 8 in state government - Junk email options	K. Dalton J. Meyer
2:25 PM	**6.** Agency Reports and Other Business	Chair
2:30 PM	**7.** Adjourn (Next Meeting - March 13, 2014)	Chair

* 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 t take action on any of the items listed.

Meeting notice was posted to the NITC website and the Nebraska Public Meeting Calendar on December 19, 2013. The agenda was posted to the NITC website on February 7, 2014. Nebraska Open Meetings Act

MEMBERS PRESENT:
Brenda Decker, Chief Information Officer, Chair
Beverlee Bornemeier, OCIO-Enterprise Computing Services
Dennis Burling, Department of Environmental Quality
Keith Dey, Department of Motor Vehicles
Suzy Fredrickson, Nebraska State Patrol
Brent Gaswick, Department of Education
Rex Gittins, Department of Natural Resources
Eric Henrichsen, Department of Health and Human Services
Kelly Lammers, Department of Banking
Glenn Morton, Workers' Compensation Court
Gerry Oligmueller, Administrative Services/Budget
Jennifer Rasmussen, State Court Administrator's Office
Jayne Scofield, OCIO-Network Services
Len Sloup, Department of Revenue
Rod Wagner, Library Commission
Bill Wehling, Department of Roads

MEMBERS ABSENT: Mike Calvert, Legislative Fiscal Office; Lauren Kitner, Policy Research Office; Mike Overton, Crime Commission; Pat Flanagan, Private Sector; Dorest Harvey, Private Sector; John Gale, Secretary of State; Catherine Lang, Department of Labor; and Robin Spindler, Department of Correctional Services

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

The Chair, Brenda Decker, called the meeting to order at 1:30 p.m. There were 15 voting members present at the time of roll call. A quorum existed to conduct official business. The meeting notice was posted to the NITC website and the Nebraska Public Meeting Calendar on July 16, 2013. The agenda was posted to the NITC website on September 6, 2013. A copy of the Nebraska Open Meetings Act was located on the podium at the front of the room.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF JULY 11, 2013 MINUTES*

Mr. Henrichsen moved to approve the July 11, 2013 minutes as presented. Mr. Dey seconded. Roll call vote: Burling-Yes, Bornemeier-Yes, Decker-Yes, Sloup-Yes, Gittins-Yes, Lammers-Yes, Morton-Yes, Dey-Yes, Henrichsen-Yes, Oligmueller-Abstained, Gaswick-Yes, Scofield-Yes, Wagner-Yes, Rasmussen-Yes, and Wehling-Abstained. Results: Yes-13, No-0, Abstained-2. Motion carried.

STANDARDS AND GUIDELINES - RECOMMENDATIONS TO THE NITC*

NITC 5-401: Active Directory; User Photographs (New)

Ms. Fredrickson arrived at the meeting.

The standard was tabled at the last meeting. Annie King, OCIO Open Systems Manager, was present to answer questions from the council members. Some of the issues discussed were performance issues, agency group settings, and photo specifications. The use of photos is optional and is being offered only to interested agencies. The Office of the CIO has testing this with the use of photos on staff badges and so far there have not been any performance issues.

Mr. Wehling moved to recommend approval of [NITC 5-401: Active Directory; User Photographs](#). Mr. Sloup seconded. Roll call vote: Wehling-Yes, Rasmussen-Yes, Wagner-Yes, Scofield-Yes, Fredrickson-Yes, Gaswick-Yes, Oligmueller-Yes, Henrichsen-Yes, Dey-Yes, Morton-Yes, Lammers-Yes, Gittins-Yes, Sloup-Yes, Decker-Yes, Bornemeier-Yes, and Burling-Yes. Results: Yes-16, No-0, Abstained-0. Motion carried.

NITC 8-301.01: Password and Authentication Standard for Public Applications (New) [Indefinitely Postponed by the Technical Panel.]

The current password standard addresses the password requirements for employees. Agencies considered these too stringent for some external users. As a result, the Security Architecture Workgroup developed this draft standard. After further discussions the Workgroup reconsidered their approach to the issue. The Workgroup decided to restructure the existing standard to focus on the data rather than the user accessing the data. More sensitive data would have stronger password requirements regardless of who was accessing the data. The Workgroup also revised the data classification categories. As a result of these recommended changes, this draft standard -- NITC 8-301.01 -- is no longer needed. The Workgroup recommended indefinitely postponing this standard.

The Technical Panel, at their meeting on September 8, voted to indefinitely postpone this standard. No action by the Council was necessary.

[NITC 8-301](#): Password Standard (Amendment)
Purpose: The purpose of this standard is to set the minimum requirements for passwords and the related system access requirements based on the data classification (NITC 8-101, § 4.6). These standards apply to all applications and directory structures within the state network.

Mr. Dey reviewed the Workgroup's recommendations. Members discussed some changes to the language in this draft amendment and in NITC 8-101. Terminology needs to be consistent.

[NITC 8-101](#): Information Security Policy (Amendment)
Purpose: The purpose of this Information Security Policy is to provide a uniform set of reasonable and appropriate security safeguards for protection of the confidentiality, integrity, availability and privacy of State of Nebraska information collected, stored, and used to serve the citizens of the State of Nebraska. This Information Security Policy contains the minimum safeguards, responsibilities and acceptable behaviors required to establish and maintain a secure environment.

Currently the data classification definitions are in the Security Handbook and not in the standard. The amendment puts the definitions in the standard.

Data owned, used, created or maintained by the State of Nebraska is classified into the following four categories:
* Highly Restricted. This classification level is for the most sensitive information intended strictly for use within your organization and controlled by special rules to specific personnel. Examples of this type of data include Federal Tax Information (FTI), Patient Medical Records covered by Health Insurance Portability and Accountability Act (HIPAA), Payment Card Industry (PCI) information, and any other information regulated by State or Federal regulations. This level requires the greatest security protection and would have a high impact in the event of an unauthorized data disclosure.
* Confidential. This classification level is for sensitive information that may include Personally Identifiable Information (PII) intended for use within your organization. This level requires a high

level of security and would have a considerable impact in the event of an unauthorized data disclosure.
- Managed Access Public. This classification level is for information that is public in nature but may require authorization to receive it. This type of information requires a minimal level of security and would not have a significant impact in the event of data disclosure. This type of information does not include personal information but may carry special regulations related to its use or dissemination. Managed Access Public data may also be data that is sold as a product or service requiring users to subscribe to this service.
- Public. This classification is for information that requires minimal security and can be handled in

The second proposed change was in the email section of the standard. The new language prohibits creating rules to forward all email to a personal account.

4.8.2.1 Security of Electronic Mail is amended to read as follows:
Electronic mail provides an expedient method of creating and distributing messages both within the organization and outside of the organization. Users of the state E-mail system are a visible representative of the state and must use the system in a legal, professional and responsible manner. An account holder, user, or administrator of the State email system must not setup rules, or use other any other methodology, to automatically forward all emails to a personal or other account outside of the State of Nebraska network.

Mr. Becker will make the recommended changes to both documents prior to posting for the 30-day comment period.

Mr. Dey moved to recommend approval of NITC 8-301: Password Standard and NITC 8-101: Information Security Policy with the changes discussed. Roll call vote: Burling-Yes, Bornemeier-Yes, Decker-Yes, Sloup-Yes, Gittins-Yes, Lammers-Yes, Morton-Yes, Dey-Yes, Henrichsen-Yes, Oligmueller- Yes, Gaswick-Yes, Fredrickson-Yes, Scofield-Yes, Wagner-Yes, Rasmussen-Yes, and Wehling- Yes. Results: Yes-16, No-0, Abstained-0. Motion carried.

STATEWIDE TECHNOLOGY PLAN ACTION ITEMS

The NITC is updating the Statewide Technology Plan. Linked to the agenda are the current action items relating to the State Government Council. The Council will need to recommend updates to these action items -- continued, revised, completed, or discontinued. The Council can also recommend new action items. Council members were asked to review the action items and to send their recommendations to Mr. Becker by October 15. Approval of the changes will be an agenda item at the next meeting.

NASCIO 2013 STATE I.T. RECOGNITION AWARDS FINALISTS

2013 State IT recognitions awards. Ms. Decker announced that the State of Nebraska has three projects that are finalists to receive an award.

- Handicap Parking Permit Application and Management System, submitted by DMV/DHHS (Category: Government to Citizen). Nebraska is the only state in the nation that is providing this service.
- Nebraska Capitol Live Mobile App, submitted by NET (Category: Fast Track Solutions). Tours, legislative hearings are available on mobile devices.
- Network Nebraska-Education, submitted by the OCIO (Category: Cross-Boundary Collaboration and Partnerships). Nebraska was able to bring K-12 and higher education institutions to the table to develop a statewide network for education.

Awards will be presented at the October NASCIO Conference in Philadelphia**.**

AGENCY REPORTS AND OTHER BUSINESS

Office of the CIO. Ms. Decker informed the Council that both the OCIO and the NITC have new websites. The goal was to have the website be more responsive and easier for the customers. The sites also use adaptive design to be compatible with mobile devices. Ms. Decker noted that the State of Indiana is undergoing a software audit of their use of Microsoft software. Agencies should make sure they are prepared for such an audit in Nebraska.

ADJOURN (Next Meeting - November 14, 2013)

The next State Government Council meeting will be held on Thursday, November 14, 2013 at 1:30 p.m.

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

The meeting was adjourned at 2:25 p.m.

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