

NEBRASKA INFORMATION TECHNOLOGY COMMISSION

Tuesday, November 15, 2011, 1:30 p.m.
Governor's Residence - Lower Level Meeting Room
1425 H Street, Lincoln, Nebraska

MINUTES

MEMBERS PRESENT:

Lieutenant Governor Rick Sheehy, Chair
Senator Galen Hadley (non-voting)
Pat Flanagan, Information Services Manager
Lance Hedquist, City Administrator, South Sioux City
Dr. Dan Hoelsing, Superintendent, Alliance Public Schools
Mike Huggenberger, Director-Netlink, Great Plains Communications
Dr. Janie Park, President, Chadron State College
Trev Peterson, Attorney, Knudsen, Berkheimer, Richardson, and Endacott, LLP

MEMBERS ABSENT: Doug Kristensen, JD, Chancellor, University of Nebraska-Kearney and Dan Shundoff, Intellicom

ROLL CALL, NOTICE OF MEETING & OPEN MEETINGS ACT INFORMATION

Lt. Governor Sheehy called the meeting to order at 1:30 p.m. At the time of roll call, there were seven voting members present to conduct official business. The meeting notice was posted to the NITC and Public Meeting Calendar websites on October 14, 2011. The agenda was posted on the NITC website on November 9, 2011.

APPROVAL OF JUNE 30, 2011 MINUTES

Dr. Hoelsing moved to approve the [June 30, 2011 minutes](#) as presented. Dr. Park seconded. Roll call vote: Flanagan-Yes, Hedquist-Yes, Hoelsing-Yes, Huggenberger-Yes, Park-Yes, Peterson-Yes, and Sheehy-Yes. Results: Yes-7, No-0, Abstained-0. Motion carried.

PUBLIC COMMENT

There was no public comment.

[REPORT - COMMUNITY COUNCIL](#)

Tom Rolfes reported on behalf of Anne Byers

Broadband Conference. On November 1, over 100 individuals attended a broadband conference at the Cornhusker Marriott in Lincoln. The conference was organized as part of the Broadband Planning project funded through the Nebraska Public Service Commission's Broadband Mapping Grant from the National Telecommunications and Information Administration. The NITC Community Council is a partner in the Broadband Planning project along with the University of Nebraska-Lincoln Extension, the UNL Center for Applied Rural Innovation, Nebraska Department of Economic Development, Nebraska Public Service Commission, and AIM Institute. Highlights of the conference included a panel highlighting innovative broadband projects and businesses and a panel of broadband providers. Senator Hadley commended the organizers of the Broadband Conference and commented that the agricultural presentation was helpful and informative. Commissioners asked about the results of the conference evaluations. Mr. Rolfes reported that these should be posted to the website soon.

Broadband Webinars. The Broadband Planning project has started holding monthly webinars on broadband-related issues. Ron Roeber from Dell will give a presentation on Clouds on the Horizon – How Developments in IT As-a-service Technologies Might Impact Rural America on Nov. 16 at 10 a.m. Central Time/9 a.m. Mountain Time. The webinar can be accessed at <https://connect.unl.edu/broadband>. Mr. Rolfes has been asked to be the featured presenter for December 21. He will be discussing Network Nebraska and opportunities for community anchor institutions to participate.

Regional Planning Efforts. Regional coaches have begun forming regional technology planning teams to assess current e-readiness levels, set target e-readiness levels, and to develop plans to reach the target. Mr. Rolfes informed the Commissioners that if they were interested in attending these sessions, the locations and times will be posted to the website as well.

REPORTS - EDUCATION COUNCIL

Tom Rolfes, Education I.T. Manager

Network Nebraska Update. Commissioners were provided three documents for the Network Nebraska Update. The first document was a map showing the approximate geographic location of all 246 entities currently participating in the project. There are still 40 schools that are currently not participating but they will be invited to participate in 2012. The second document was titled "Membership Distribution of Network Nebraska-Education 2011-12" which provided information on participation and interregional transport fees. Approximately \$191,318.27 is being projected for the 2011-12 E-rate reimbursement. The third document was titled "State Purchasing RFP 3827Z1 Overview." Below is the timeline for the RFP:

- October 25: Release of RFP and Posting of federal E-rate Forms 470
- November 7: Last day to submit bidder questions
- November 14: State will post answers to questions
- December 9: Bid opening
- December 28: State posts multiple "Letters of Intent to Contract"
- January 9: Performance Bond Submissions
- January 30: Contracts are finalized
- February: Up to 234 local boards must approve purchases off of the state contracts
- Early March: E-rate filing deadline for all E-rate eligible entities

Most of the Network Nebraska participants' service provider contracts were due to expire on June 30, 2012. The RFP was constructed so that providers could bid on one, some, or all sections and bid on one, some or all circuits:

- 1) WAN transport circuits for K-12 (Appendix A)
- 2) Backbone transport circuits (Appendix B)
- 3) Internet Access (Appendix C)
- 4) WAN transport circuits for higher education (Appendix D)

The question was raised whether proposed federal budget cuts will affect E-rate funding. Mr. Rolfes replied that there is no indication that E-rate funding will be impacted.

Revised Education Council Charter

Revisions include updating dates and legislative references. All NITC councils are subject to the Nebraska Accountability and Disclosure Act. It was recommended that all NITC councils include a section in their charters regarding potential conflict of interest. Section 6.6 (below) is a new section that has been added to the charter:

6.6 Conflict of Interest

A Member with a potential conflict of interest in a matter before the Council or a potential interest in a contract with the Council is subject to the provisions of the Nebraska Political Accountability and Disclosure Act including sections 49-1499.02 and 49-14, 102. A Member with a potential conflict of interest or a potential interest in a contract shall contact the Nebraska Accountability and Disclosure Commission and take such action as required by law.

Commissioner Peterson moved to approve the revised Education Council Charter. Commissioner Hedquist seconded. Roll call vote: Sheehy-Yes, Peterson-Yes, Park-Yes, Huggenberger-Yes, Hoelsing-Yes, Hedquist-Yes, and Flanagan-Yes. Results: Yes-7, No-0, Abstained-0. Motion carried.

Membership. Dr. Michael Chipps, representing Community College system, resigned from the Education Council. Dr. Arnold Bateman, representing the University of Nebraska, retired from his position and

subsequently resigned from the Education Council. At the November 7th meeting the Education Council approved the following membership recommendations to the NITC.

Lyle Neal, Community College System, Higher Education, 2011-13 term
Mary P. Niemiec, UN System Pro Tempore Members, 2010-12 term

Commissioner Hoelsing moved to approve the [Education Council membership recommendations](#). Commissioner Park seconded. Roll call vote: Huggenberger-Yes, Park-Yes, Peterson-Yes, Sheehy-Yes, Flanagan-Yes, Hedquist-Yes, and Hoelsing-Yes. Results: Yes-7, No-0, Abstained-0. Motion carried.

REPORTS - GIS COUNCIL

Larry Zink, GIS I.T. Manager

NebraskaMAP Update. GIS efforts are currently quite decentralized in Nebraska. The NebraskaMAP pilot project is seeking to make Nebraska-related GIS data and services available through one central portal. The pilot portal was originally developed and hosted at UNL. NebraskaMAP is currently hosted on the servers based in the Office of the CIO. The original two-year pilot project has been completed and a working portal with limited data and services is now available through NebraskaMAP.gov. The state budget crunch over the last couple years has made it quite difficult to make arrangements for sustainable technical support for this shared service. The NebraskaMAP Partners Committee recommended a minimum of one FTE with some high end GIS technical skills and this recommendation was supported by the Nebraska GIS Council. Discussions are occurring as to how the current NebraskaMAP shared services can be sustained and enhance. In the interim, limited technical assistance is being provided by staff from other agencies (NGPC and NDNR). The Office of the CIO submitted a grant request to the State Records Board and was awarded \$25,000 for NebraskaMAP. Part of the monies will be used for annual software licensing fees.

GIS Strategic Planning, Applied Geographics, Inc. The GIS Council has previously been awarded funding from the Federal Geographic Data Committee to support a statewide strategic planning effort. An RFP has been released and contract has been signed with Applied Geographics, Inc. to help facilitate this statewide planning effort. An initial meeting has been held with the GIS Council and Applied Geographics. An online survey is being developed which will be sent out to a broad array of state and federal agencies, county officials, municipal officials, NRDs, utilities, tribes, and GIS professionals and related private sector firms. Regional planning meetings will also be held to get input from users and stakeholders regarding GIS needs, concerns and issues. The project will be utilizing the NACO regions as locations for the meetings.

On a related topic, the first meeting to organize and launch a new intergovernmental collaborative effort to jointly acquire a new round of aerial high-resolution imagery will be held tomorrow, with imagery acquisition planned for the spring of 2013. Previous efforts have involved 20-30 local, state and federal agencies and have collected imagery for tens of thousands of square miles.

Revised GIS Council Charter*. The proposed revisions to GIS Council charter have been approved by the GIS Council and they included changing some of the wording to reflect relatively minor statutory changes. The impetus for this charter revision was the suggestion that we revise the language related to potential conflicts of interest. This issue was raised because there was a council member whose employer was interested in competing for the strategic planning RFP. The Council and the Council member were very careful about due process in this regard and it was determined that all parties were sufficiently careful to avoid any problems. However, as a result of increased awareness of the issue, it was recommended that both the GIS Council and the other NITC Council revise this section of their charters to provide more clear guidance on how to handle future potential conflicts of interest situations. The proposed revision of the conflict of interest section of the charter refers to the relevant state statute.

6.6.2. A Member with a potential conflict of interest in a matter before the Council or a potential interest in a contract with the Council is subject to the provisions of the Nebraska Political Accountability and Disclosure Act including sections 49-1499.02 and 49-14,102. A Member with a potential conflict of interest or a potential interest in a

contract shall contact the Nebraska Accountability and Disclosure Commission and take such action as required by law.

Commissioner Flanagan moved to approve [the revised GIS Council Charter](#). Commissioner Peterson seconded. Roll call vote: Hoelsing-Yes, Hedquist-Yes, and Flanagan-Yes, Sheehy-Yes, Peterson-Yes, Park-Yes, and Huggenberger-Yes. Results: Yes-7, No-0, Abstained-0. Motion carried.

Staff Replacement Update. A replacement has been hired to replace Larry Zink as the NITC GIS Administrative Manager and he will begin employment on Monday, November 28th. Mr. Zink had announced his intention to resign his position back in April 2011 and will remain onboard to facilitate a smooth transition for the next 1-2 months. Lt. Governor Sheehy thanked Mr. Zink for his work with the state's GIS efforts.

REPORT - EHEALTH COUNCIL

Rick Becker reported for Anne Byers, Community & eHealth I.T. Manager

The most recent [State HIE Progress Report](#) and [Metrics](#) are included in the meeting materials. The State Auditor's Office will begin an audit of the State HIE Cooperative Agreement on November 14. The State Auditor's Office is required to audit recipients of federal grants meeting a certain threshold of expenditures.

Nebraska Health Information Initiative (NeHII). NeHII has continued to expand. Currently over 30 hospitals are either actively exchanging data through NeHII or have signed participation agreements to join NeHII. When all of these hospital connections are implemented, nearly two-thirds of the state's hospital beds will be covered by NeHII.

Immunization Registry. NeHII has been working with the Division of Public Health to exchange data with the State's immunization registry. The project has three phases. Phase I, in which data from a physician using NeHII's electronic health record is uploaded to the immunization registry, is in the final stages of testing.

Electronic Behavioral Health Information Network (eBHIN). eBHIN has gone live in Southeast Nebraska with its electronic health record system and data upload to Magellan, the Administrative Services Organization that manages behavioral health services for the State of Nebraska. The health information exchange application will go live in early 2012. Region I in the Panhandle is implementing an electronic health record system with funding from the Health Resources and Service Administration (HRSA) and will go live with the HIE shortly after Region V. eBHIN is working with other regions on plans to expand participation statewide. eBHIN and NeHII have developed an innovative approach to managing consent for the release of behavioral health information to allow for the exchange of information between the two entities.

Evaluation. The eHealth Council, with assistance from a small work group, has developed a framework for evaluating the State HIE Cooperative Agreement. The Office of the CIO is beginning the process of contracting with an evaluator.

Direct. The Office of the National Coordinator for Health IT has developed protocols for secure messaging for health information. These protocols are called the Direct Project. NeHII is planning a pilot project to use Direct to deliver laboratory results to physicians. NeHII is exploring other uses for Direct. For example, physicians could use Direct to send lab results or care summary information to patients who could then upload this information to a personal health record.

REPORTS - STATE GOVERNMENT COUNCIL

Rick Becker, Government I.T. Manager

Revised State Government Council Charter. Revisions included changing some of the wording to reflect statutory changes, as well as the new section regarding conflict of interest.

Commissioner Hedquist moved to approve the [revised State Government Council Charter](#). Commissioner Huggenberger seconded. Roll call vote: Park-Yes, Peterson-Yes, Sheehy-Yes, Flanagan-Yes, Hedquist-Yes, Hoelsing-Yes, and Huggenberger-Yes. Results: Yes-7, No-0, Abstained-0. Motion carried.

Project Proposals - FY2012 Deficit Budget Requests - NITC Recommendations* - Public Employees Retirement System - ([Full Text](#) | [Summary Sheet](#))

During deficit budgets years, the Lt. Governor, as Chair of the Commission, provides a letter to the Legislative Fiscal Office and Governor's Budget Office with the NITC's budget recommendations. This year only one I.T. budget request was submitted. The Retirement Systems office will be moving from their current location into the Assurity Building. The Office of the CIO and State Building Division made the decision that the building infrastructure would not be adequate for any server rooms. Currently, they have their own server room in their current facility. The request is for one-time budget report to move their servers to the Office of the CIO. The Nebraska Public Employees Retirement System submitted a request for funding to relocate their servers and related infrastructure to the OCIO. The agency is relocating and the new building will not have server rooms. It was noted that the OCIO rates have been updated and that new, lower rates were not reflected in the request.

The State Government Council recommended the project be classified as a Tier 2 project ("Recommended. High strategic importance to the agency and/or state.").

Commissioner Flanagan moved that Project #85-01 from the Public Employees Retirement System be designated as a Tier 2 Priority [defined as: "Recommended. High strategic importance to the agency and/or the state."]. Commissioner Park seconded. Roll call vote: Hedquist-Yes, Flanagan-Yes, Sheehy-Yes, Peterson-Yes, Park-Yes, Huggenberger-Yes, Hoelsing-Yes. Results: Yes-7, No-0, Abstained-0. Motion carried.

REPORTS - TECHNICAL PANEL

Rick Becker reported for Walter Weir, Chair, Technical Panel

Standards and Guidelines - NITC 5-102: Microsoft Enterprise Agreement – Home Use Program Policy*

Purpose: The purpose of the Home Use Program is to encourage consistency in the office productivity software that employees use at home and at work. Skills learned at home will translate better to the workplace, which leads to higher productivity at work. The Home Use Program is not intended to require or encourage telework or taking work home.

Policy: State agencies may offer the Microsoft Home Use Program to their employees subject to the following restrictions:

- State agencies must have committed to participating in the Statewide Microsoft Enterprise Agreement by purchasing Office Professional licenses through the OCIO.
- State employees must have a state email address (Nebraska.gov) and must use Office Professional at work.
- State agencies must determine which employees are eligible and whether any agency specific statutes or other restrictions apply.

The Technical Panel and the State Government Council recommend approval of the policy.

Commissioner Flanagan moved to approve the [NITC 5-102: Microsoft Enterprise Agreement – Home Use Program Policy](#). Commissioner Park seconded. Roll call vote: Peterson-Yes, Park-Yes, Huggenberger-Yes, Hoelsing-Yes, Hedquist-Yes, Flanagan-Yes, and Sheehy-Yes. Results: Yes-7, No-0, Abstained-0. Motion carried.

Standards and Guidelines - NITC 7-201: Network Edge Device Standard for Entities Choosing to Connect to Network Nebraska (Revised)

Purpose and Objectives: The purpose of this standard is to set minimum standards and specifications for network edge devices that would perform the routing and switching functions of voice, video, and data

across the network and assure that packets would get to their correct destination while maintaining the appropriate quality of service (QoS).

The Technical Panel recommends approval.

Commissioner Flanagan moved to approve the revised [NITC 7-201: Network Edge Device Standard for Entities Choosing to Connect to Network Nebraska](#). Commissioner Park seconded. Roll call vote: Flanagan-Yes, Hedquist-Yes, Hoelsing-Yes, Huggenberger-Yes, Park-Yes, Peterson-Yes, and Sheehy-Yes. Results: Yes-7, No-0, Abstained-0. Motion carried.

Revised Technical Panel Charter

The Technical Panel Charter has been revised to update statutory references and also to include a statement regarding conflict of interest:

6.4 Member Responsibilities; Conflicts of Interest

A Member with a potential conflict of interest in a matter before the Technical Panel or a potential interest in a contract with the Technical Panel is subject to the provisions of the Nebraska Political Accountability and Disclosure Act including sections 49-1499.02 and 49-14,102. A Member with a potential conflict of interest or a potential interest in a contract shall contact the Nebraska Accountability and Disclosure Commission and take such action as required by law.

Commissioner Hedquist moved to approve the [revised Technical Panel Charter](#). Commissioner Huggenberger seconded. Roll call vote: Sheehy-Yes, Flanagan-Yes, Hedquist-Yes, Peterson-Yes, Hoelsing-Yes, Park-Yes, and Huggenberger-Yes. Results: Yes-7, No-0, Abstained-0. Motion carried.

[Enterprise Projects - Status Report](#)

Skip Philson, Office of the CIO, Project Manager

Three projects will be reporting quarterly due to low amount of activity. Those projects are Access Nebraska, University of Nebraska Student Information System, and Public Safety Wireless. The Talent Management System project has changed its name to Link. The project has two major elements: human capital management and procurement. The Enterprise Content Management (ECM) project is essentially completed. The project will be providing a final report which will include lessons learned. The MMIS project is still on hold.

Lt. Governor Sheehy provided an update on the Public Safety Wireless and the Interoperability Projects. There were initially two organizations, NWIN (Nebraska Wireless Interoperable Network) and NRIN (Nebraska Regional Interoperable Network), which worked independently. It was decided that the project was at the point where the two groups needed to come together to carry out the final phases. Additional members will be added from the Nebraska Public Power District, Nebraska Association of County Official and League of Municipalities.

The Office of the CIO has submitted to the Legislature the annual enterprise project status report.

REVIEW AND APPROVAL OF THE STATEWIDE TECHNOLOGY PLAN ACTION ITEMS*

Rick Becker, Government I.T. Manager

By statute, the NITC must annually update the Statewide Technology Plan. At the last meeting, the NITC approved the plan's strategic initiatives. The Councils have reviewed and made recommended changes to the action items which support each of the initiatives. New, continuation, discontinued, and completed action items were noted in the meeting document. Mr. Becker reviewed the following new action items:

NETWORK NEBRASKA Strategic Initiative:

Under Item 1. Identify Tier II communities that offer opportunities for aggregation for services onto the network.

- New Action: Education entities will act as primary tenants to encourage the aggregation of data transport by community anchor institutions.

Under Item 4. Prepare for the future of Network Nebraska as a statewide, multipurpose, high capacity, scalable telecommunications network that shall meet the demand of state agencies, local governments, and educational entities as defined in section 79-1201.01.

- New Action: Develop and deploy an enterprise MCU bridging service for Network Nebraska participants.
- New Action: Facilitate the implementation and training of IPv6 routing on a timely basis across all Network Nebraska entities.

DIGITAL EDUCATION Strategic Initiative:

Under "Promote the availability, distribution, and use of digital media throughout the Nebraska educational community.

- New Action: Develop and deploy a statewide directory services structure that will enable students and teachers a single sign-on to associated learning management services and content management resources.

STATE GOVERNMENT EFFICIENCY Strategic Initiative:

Under Item 2. Implement Geographic Information System (GIS) as a shared service.

- New Action: Statewide Land Record Information System. Work with local governments, state agencies, and the private sector to develop a collaborative plan, standards/guidelines, and the infrastructure necessary to encourage and facilitate the ongoing integration of separately-maintained state, city, and county land records into an integrated statewide land records system capable of providing reliable online access to this critical data, maintaining restricted privacy access as necessary, and supporting a variety of applications by multiple agencies.

New additional items added:

3. Explore opportunities and options relating to desktop and server virtualization in state government.
7. Moving State email to the cloud.

SECURITY AND BUSINESS RESUMPTION Strategic Initiative:

New additional item added:

2. Develop policies and standards relating to the hosting of State data by vendors.

Commissioner Flanagan moved to approve the [action items for the Statewide Technology Plan](#). Commissioner Park seconded. Roll call vote: Hoesing-Yes, Park-Yes, Hedquist-Yes, Peterson-Yes, Flanagan-Yes, Sheehy-Yes and Huggenberger-Yes. Results: Yes-7, No-0, Abstained-0. Motion carried.

INFORMATIONAL UPDATES

Brenda Decker, Chief Information Officer

Enterprise Content Management (ECM) Project. The infrastructure has been completed for agencies to utilize ECM. There are nine agencies utilizing ECM through the Office of the CIO. The licensing structure was extremely favorable for statewide use. The license allows us to post documents for use by the general public without the private citizen having to have a license. The Department of Environmental Quality provided a demonstration of the system at the last State Government Council meeting.

Microsoft Cloud. The Office of the CIO is moving deliberately and cautiously to the cloud. Nebraska will be the first state to move to the Microsoft public cloud. As the state moves to the cloud, it will be a two-phase project. First, the State must bring up an on premise Exchange 2010 environment. Second, the email accounts will be moved to the cloud. The Security Architecture Work Group is developing standards for third party hosting data. On a related note, the Legislature recently moved to Google Apps for their email.

Digital Summit, October 27, 2011. Governing magazine sponsors this annual event. The largest group of attendees prior to this year was 160 people. This year's conference had over 230 participants and the conference was well received. National and local speakers were presenters.

Cyber Security Conference, July 26, 2011. Usually, there are approximately 60-80 attendees but this year over 100 participants attended.

2011 OCIO Annual Report Completed. The Office of the CIO's Information Technology Services report has been completed. This year's theme was "Measures of Success". All Commissioners received a copy in the mail.

NWIN/NRIN Update (Nebraska Wireless Interoperable Network/Nebraska Regional Interoperable Network). Lt. Governor Sheehy provided a report earlier in the meeting.

OTHER BUSINESS

There was no other business.

ADJOURNMENT

The Office of the CIO will contact Commissioners regarding their availability in February or March for the next NITC meeting.

Commissioner Park moved to adjourn. Commission Hedquist seconded. All were in favor. Motion carried by unanimous voice vote.

The meeting was adjourned at 2:35 p.m.

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