STATE GOVERNMENT COUNCIL
of the
Nebraska Information Technology Commission
Thursday, June 23, 2011, 1:30-2:30 p.m.
Executive Building - Lower Level Conference Room
521 S 14th Street
Lincoln, Nebraska
MINUTES

MEMBERS PRESENT:
Brenda Decker, Chief Information Officer, Chair
Dennis Burling, Dept. of Environmental Quality
Josh Daws, Secretary of State's Office
Pat Flanagan, Private Sector
Rex Gittins Department of Natural Resources;
Lori Henkenius, Nebraska Department of Education
Eric Henrichsen, Department of Health and Human Services
Mike McCrory, Administrative Services
John Munn, Department of Banking
Col. Dave Sankey, Nebraska State Patrol
Jayne Scofield, OCIO-Network Services
Len Sloup, Department of Revenue
Bill Wehling, Department of Roads

MEMBERS ABSENT: Beverlee Bornemeier, OCIO-Enterprise Computing Services; Dick Clark, Policy Research Office; Mike Calvert, Legislative Fiscal Office; Keith Dey, Department of Motor Vehicles; Dorest Harvey, Private Sector; Bill Miller, State Court Administrator's Office; Glen Morton, Workers' Compensation Court; Gerry Oligmueller, Budget Office; Mike Overton, Crime Commission; Bob Shanahan, Department of Correctional Services; Terri Slone, Department of Labor; and Rod Wagner, Library Commission

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Brenda Decker called the meeting to order at 1:30 p.m. There were 12 members present. A quorum existed to conduct official business. Meeting notice was posted to the NITC website and the Nebraska Public Meeting Calendar on June 2, 2011. The agenda was posted to the NITC website on June 21, 2011. The Open Meetings Act was located on the podium at the front of the room.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF APRIL 21, 2011 MINUTES*

Mr. McCrory moved to approve the April 21, 2011 minutes as presented. Ms. Henkenius seconded. Roll call vote: Burling-Yes, McCrory-Yes, Decker-Yes, Sloup-Yes, Flanagan-Yes, Daws-Yes, Munn-Yes, Henrichsen-Yes, Henkenius-Yes, Sankey-Yes, Scofield-Yes, and Wehling-Yes. Results: Yes-12, No-0, Abstain-0. Motion carried.

REVISED SGC CHARTER*

The primary reason for revising the charter is to insert a provision to address conflict of interests for members. The issue arouse in the GIS Council which recently worked on developing an RFP. A member of the Council worked for a company that was a likely respondent on the RFP. The Council and the member created a wall so that the member would not be involved in the RFP development.

Administrative Services indicated that it would be good to have a written policy addressing conflict of interests for council members.

The other changes to the charter are clean up items.

Mr. McCrory moved to recommend approval of the revised State Government Council Charter. Mr. Munn seconded. Roll call vote: Wehling-Yes, Scofield-Yes, Sankey-Yes, Munn-Yes, Henrichsen-Yes, Henkenius-Yes, Daws-Yes, Flanagan-Yes, Sloup-Yes, Decker-Yes, McCrory-Yes, and Burling-Yes. Results: Yes-12, No-0, Abstain-0. Motion carried.

STANDARDS AND GUIDELINES - NITC 5-204: LINKING A PERSONAL PORTABLE COMPUTING DEVICE TO THE STATE EMAIL SYSTEM (REVISED)
Brad Weakly, State Information Security Officer

Mr. Gittins arrived to the meeting.

After NITC 5-204 was approved, some agencies requested that a standard regarding confidential data be addressed. Rather than doing two separate standards (one for "non-classified data" and another for "confidential data"), the Security Architecture Work Group decided to revise NITC Standard 5-204 to include "confidential" data. The revised standard addressed both types of data and includes two forms for employee signature – one for "non- confidential" data and one form for "confidential" data. The Office of the CIO is discouraging agencies to allow syncing of confidential information. Final decision is still at the agency level, as well as implementing any HR policies regarding the use of personal devices. Within the next 5-6 months, the Office of the CIO will work with agencies to determine unauthorized users and will maintain the authorize files. After the initial verification, an annual review of users will be conducted. There are approximately 2,200 devices syncing into email. Of that number, approximately 1,700 are state owned devices.

Mr. Burling noted that the standard did not address the following:
- If legal action involved, there is a potential of staff losing their personal device.
- No certification that the employee is wiping device or turning device off when leaving state government.
- No documentation of the process for state wiping the device.

Although it is stated in the standard, that state agency policy must be followed, Mr. Weakly will address these issues for future updates of the standard.

It was by group consensus for Mr. Becker to add a statement regarding the potential that personal devices could be taken away if there is legal action involved. It has gone for 30-day public comment period and TP review. If approved today, it will go to the NITC for final approval.

Mr. Daws moved to recommend approval of the revised NITC 5-204: Linking a Personal Portable Computing Device to the State Email System standard with the revision discussed. Mr. Henrichsen seconded. Roll call vote: Munn-Yes, Henrichsen-Yes, Henkenius-Yes, Sankey-Yes, Scofield-Yes, Wehling-Yes, Burling-Yes, McCrory-Yes, Decker-Yes, Sloup-Yes, Flanagan-Yes, Daws-Yes and Gittins-Yes. Results: Yes-13, No-0, Abstain-0. Motion carried.

Members asked Mr. Weakly to verify that there is a policy regarding staff forwarding their work mail to their personal email.

UPDATES AND OTHER REPORTS (AS NEEDED)

Microsoft, Brenda Decker. The Office of the CIO is still on track to move email to the cloud. Microsoft and the Office of the CIO will finish the paperwork to being implementation tomorrow. The move to the cloud will occur similar to how the move to Exchange was implemented with the Office of the CIO being first to move.

Col. Sankey left meeting.

OCIO Lotus Notes Environment. Ms. Decker reminded agencies that the Office of the CIO will be shutting down the Lotus Notes environment on June 30. Any records that need to be kept need to be moved prior to June 30.

Hardware Support Work Group, Eric Henrichsen. The Work Group contracted with Sirius Computer Solution out of Omaha to conduct a study. The Legislature was in session so survey input dropped significantly. Sirius provided a report but it is not very comprehensive due to lack of survey input. The report has been shared with the Department of Labor, the Office of the CIO, and Department of Health and Human Services. If members wanted an electronic copy, they were asked to contact Mr. Henrichsen.

Nebraska Cyber Security Conference ([Website](#) and [Brochure](#)), Brad Weakly. The 6th Annual Nebraska Cyber Security Conference is being held July 26, 2011 at Southeast Community College (SECC), Division of Continuing Center, 301 South 68th Street Place in Lincoln, Nebraska. Beginning and Advance User Sessions are being presented, as well as hands-on sessions. Council members were encouraged to attend. The keynote speaker, Dave Hemsath, is a UNL graduate and his topic is "Cyber Security for Executives".

OTHER BUSINESS

Ms. Decker recognized Len Sloup for receiving the Federation of Tax Administrators annual FTA award for Leadership and Service for the administration of taxes.

AGENCY REPORTS

Mr. Weakly reminded members of the group buy-in with MS-ISAC (Multi-State Information Sharing and Analysis Center) for year-long online access to security training at a cost of $1.15/person. They would like confirmed numbers and payment by July 30. He will be sending out correspondence to agencies.

Mr. Burling informed the Council that on April 11, the Department of Environmental Quality (DEQ) began their ECM project. The department has gone through two scanners. Since that time, DEQ has had assistance from the Office of the CIO and eDocument staff. NEMA activities would be great opportunity to use ECM. It was suggested that Mr. Burling provide a demonstration to the Council on how DEQ is utilizing ECM.

ADJOURNMENT

With no further business, Mr. Flanagan moved to adjourn. Mr. Wehling seconded. All were in favor. Motion carried.

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.