

State of Montana Information Technology Managers Council

Council Business Meeting February 4 - 8:30 – 10:30 DEQ Metcalf Building – Room 111

Welcome and Introductions (8:30 – 9:00)

- Larry Krause, Chair
 - Approval of January Minutes
- Ron Baldwin, State CIO Update
 - January 21 Outage/Top Five (ECM Pilot; Enterprise Security Program; service Catalog Update; IT Infrastructure Plan; Mobile Device Management RFP)

Business (9:00 -10:25)

- ECM Pilot – Matt Hosking (5minutes)
 - Observations/Concerns/Feedback – Roundtable discussion (5 minutes)
- Mobile Device – Jerry Marks (5 minutes)
 - Observations/Concerns/Feedback – Roundtable discussion (5 minutes)
- Office 365 Update – Jerry Marks (5 minutes)
 - Observations/Concerns/Feedback – Roundtable discussion (5 minutes)
- Website DNN conversion Lessons Learned – Lesli Brassfield (5 minutes)
 - Observations/Concerns/Feedback – Roundtable discussion (5 minutes)
- 2015 Information Technology Legislation – Tammy LaVigne (5 minutes)
 - Observations/Concerns/Feedback – Roundtable discussion (5 minutes)
- IT Inventory – Agency Data Collection – Larry Krause (3 minutes)
 - Observations/Concerns/Feedback – Roundtable discussion (2 minutes)
- Varonis – Larry Krause (3 minutes)
 - Observations/Concerns/Feedback – Roundtable discussion (2 minutes)
- Recruitment and Retention Phase I – Mike Bousliman (3 minutes)
 - Observations/Concerns/Feedback – Roundtable discussion (2 minutes)
- EA Reseller – Matt Hoskins (3 minutes)
 - Observations/Concerns/Feedback – Roundtable discussion (2 minutes)

Posted Reports

IT Legislation

State of Montana Information Technology Managers Council

State of Montana Recruiting System:

<https://mine.mt.gov/personnel/somrsdocs.mcp>

“Agency IT Inventories”

Adjournment (10:27-10:30)

- **Next Meeting March 5 – DEQ Metcalf Building**
- **Member Forum**
- **Public Comment**
- **Adjourn**
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ITMC Council Business Meeting
January 7, 2015
8:30 am – 10:30 am
Metcalf Building, room 111

Meeting Chairperson

Larry Krause, Department of Commerce

Attendees

- Ron Baldwin
Tim Bottenfield
Mike Bousliman
Joe Chapman
Dan Chelini
Sky Foster
Kreh Germaine
Chris Gleason
Evan Hammer
Tammy LaVigne
Tammy Peterson
Kim Moog
Carol Schopfer
Jim Gietzen
John Daugherty
Rick Bush
Lisa Mader
Rick Bush
Chief Information Officer, SITSD
Department of Revenue
Department of Transportation
Department of Justice
Department of Environmental Quality
Department of Agriculture
Department of Natural Resources & Conservation
Department of Public Health & Human Services
Montana State Library
State Information Technology Services Division
Montana Supreme Court
Department of Labor & Industry
State Information Technology Services Division
Office of Public Instruction
Department of Corrections
Department of Administration
Department of Judicial
Teacher's Retirement

Guests

Jody Troupe, Mary Gilbert, Matt Pugh, Mathew Hosking, Sean Rivera, Tyler Weingartner, Andy Metroka, Christie McDowell, Syed Admed, Arnie Valenzuela, K Farley, Jeff Hill, Bret Collard, David Bancroft, Don Taylor

Real Time Communication (online)

Kyle Belcher, Peder Cannon, Maris Cundith, David Swenson, Michael Jares, Joe Fahlich, Dave Johnson, Dale Gow, Anne Kane, Judy Kelly, Jerry Marks, Wes Old Coyote, Jessica Plunkett, Angela Riley, Jerry Steinmetz, Sue Leferink, David Swenson, Dawn Temple, Irv Vavruska, Joe Chapman, Evan Hammer, Jerry Kozak, Jack Marks, Ed Glenn, Teresa Enger, Chris Kuntz

SITSD Attendees

Matt Hosking, Kris Harrison, Sean Rivera, Tom Murphy, Brett Boutin, Doug Volesky, Kyle Hilmer, Penne Cross, Audrey Hinman, Lynne Pizzini, Warren Dupuis, Lesli Brassfield, Carol Schopfer

I. **Welcome and Introductions – Larry Krause, Chair**
December minutes approved.

DRAFT

II. State CIO Update – Ron Baldwin

Ron gave an overview of the IT Conference panel session regarding the Lessons Learned on States Consolidation.

Inquiry (Tim Bottenfield)

How and why we chose the States that attended the IT Conference session.

Response (Penne Cross)

States chosen randomly and extensive research performed.

Comments:

Joe Chapman talked with customers and reported that consolidation of IT staff is not working well. Agencies have to get in line for services regardless of priority. IT is losing business knowledge.

Ron Baldwin acknowledged it is a challenge and recognizes that specific knowledgeable domain expert IT staff serves agencies and programs.

Judy Kelly emphasized that documenting the process and effective cross training are essential in providing excellent customer service.

Kreh Germaine would like to address the concerns that impact quality of service due to staff transitioning and losing talented employees at the next CIO Table Top.

Ron Baldwin shared the report to the Governor regarding the Consolidation Plan. The Governors focus is in IT Enterprise Infrastructure and how we share it.

Tammy LaVigne suggested a CIO roundtable for Q&A on SITSD services be scheduled the second or third week in January.

IT Enterprise Funding Workgroup: *Tammy LaVigne*

Nothing to report since last meeting took place. Proposed the group meet after the Legislative Session unless a need arises.

III. LFD SITSD Budget Analysis - Doug Volesky

Reported that overall our Budget Analysis was pretty good. Have a few issues to address such as increase in budget and Network growth.

Some LFD suggestions to reduce cost:

- Eliminate some services
- Postponing computer replacements
- Changes to software Licenses Agreements
- Changing to less expensive technology
- Reduce the working capital balance contribution included in rates

The Fixed Cost Table for FY 16-17 is not the correct one. LFD is working on correcting.

Requesting 60 days of working capital.

IV. 2015 Information Technology Legislation – Tammy LaVigne

Tammy distributed a handout listing IT related Bills. There is an ITMC Share Point site for agency comments.

HB 123: Three sections that will impact SITSD. Security, record disposal and retention, and Section 14- requirement to set standards.

- LC 0519: MITA, Revise IT laws.
- LC686 Revise security standards for maintaining data.
- LC1850Broadband study.
- LC1273 Eliminate the e-Gov committee and transfer to IT board.
- LC1592 Provide infrastructure funding.
- LC1882 Revise IT laws.
- LC2017 Revise IT laws.

Please email Tammy with any comments for information you may have and she will get them posted.

Question asked about LC0070 Online privacy bill that Ryce Bennett presented.

➔ **Follow-up** Tammy will research and get it on the list.

V. NTSB Organizational Changes – Kris Harrison

Kris explained the why's for the org change and the benefits for efficiency.

The new structure is designed to more evenly distribute workload, foster collaboration and increase accountability. The additional two sections in the bureau will reduce the large number of staff reporting to two existing supervisors, resulting in increased lines of communication, better distribution of workload and improved customer service. The new structure will also foster creativity and collaboration between existing “technology silos” in the bureau. This structure also merges operational security staff that formerly reported to the ISSO with NTSB staff that specialize in network and security infrastructure, which will increase efficiencies in addressing incidents and issues.

Here is a detailed outline of the four sections:

- Solutions Architect / Engineering Section**– This section will be responsible for the strategic planning and alignment of all networking technologies (Voice, Video and Data) for the state enterprise IT services.
- Service Delivery**– This section's main responsibilities will be the configuration and installation of network devices on the state's enterprise network.
- Technology Availability Management**– This section will provide operational support for NTSB provided Service to address incidents and dispatch for problem resolution
- Business Support / Administration**– This section will be accountable for ensuring that all NTSB billable services are completed and accurate on a monthly basis.

VI. Recruitment and Retention Phase 1 - Tim Bottenfield

We have created a work group for informational sharing, learning from each other. Last meeting Transportation and Cheryl Grey “State Financial Services” came in and shared their career ladder structure. A lot of great information.

Next Meeting: Jan 15, 2015. 10:30 am. Agenda items will be sent from Labor and Industry.

VII. ITMC Security Task Force Update – Lynne Pizzini.

Meet with the Governors Chief of Staff and discussed the Enterprise Security Program. They are reviewing the information and will get back to us whether or not the Governors going to issue an executive order for the advisory council.

In the process of hiring someone to be in charge of the Enterprise Security Program.

VIII. Agency IT Inventory Background Information - Larry Krause

Discussed why some agencies weren't fully utilizing the SMDC. Asking agencies to prepare their own stories on why they're not. A template document will be sent out to those agencies to gather information for review.

IX. Future Agenda Items:

- Ron Baldwin would like Matthew Hosking give an update on the Enterprise Content Management Pilot.
- Jerry Marks to send agencies notifications on Policy Planning meeting information and status on the Mobile Device Management project. Agencies interested in participating are to contact Jerry. jmarks@mt.gov

X. Member Forum: None

XI. Public Comment: None

Adjournment: 9:51 a.m.

Next Meeting:

Date: February 4, 2014

Time: 8:30 a.m. -10:30 a.m.

Location: Metcalf Building, room 111 (was noted that all meetings February through May will be in the Metcalf Building, room 111)

Minutes Submitted: January 27, 2015 by Luann Metro

Bill Type	LC Number	Primary Sponsor	Status	Status Date	Short Title	COMMENTS
SB45	LC0076	John Brenden @ SD17	First House Committee	1/6/2015	Require the publishing of a state phone directory every two years	Cost, Security and Latency issues.
sB124	LC0138	Dee Brwon (R) SD 2	First House Committee	1/13/2015	audio format	bill which is supported by the Gov - need to estimate impact on Network, ability to contract for services
HB48	LC0156	Geraldine Custer R HD 3	First House Committee	1/16/2015	Establish on-line voter registration	
HB70	LC0159	Geraldine Custer @ HD3	In First House	1/3/2014	Revise vote by mail laws	No technical aspects-changes election administrator process/same bill last two sessions
HB 2	LC0171	Nancy Balance @ HD87	(C) Pre-Introduction Letter Se	12/1/2014	General Appropriations Act	Monitor Agency Fixed Costs/IT Requests
HB3	LC0172	For Office of Budget and	(C) Pre-Introduction Letter Se	11/20/2014	Supplemental Appropriations	
HB4	LC0173	For Office of Budget and	(C) Pre-Introduction Letter Se	11/24/2014	Appropriations by budget amendment	
HB 10	LC0179	For Office of Budget and	(C) Pre-Introduction Letter Se	11/21/2014	Long-Range Information Technology Appropriations	See Sponsor Package
HB14	LC0182	Kelly McCarthy D HD49	First House Committee	1/16/2015	Creating broadband development fund through bonding	
SB14	LC0189	Robyn Driscoll (D) SD 25	First House Committee	1/16/2015	Raise the legal dropout age to 18 years old or upon graduation	
	LC0191	Jim Keane (D) SD 38	Draft Request Revised	6/25/2014	Revise laws related to surety bonding for IT projects	
SB48	LC0211	Chas Vincent @ SD1	First House Committee	12/30/2014	Require electronic reporting of pseudoephedrine sales	Requires retailers to electronically report
SB 26	LC0214	Nels Swandal (R) SD 30	(S) Introduced	12/1/2014	Clarifying laws regarding electronic submitting of search warrants	Allows search warrants to be issued electronically
HB 74	LC0215	For Department of Justice	(C) Pre-Introduction Letter Se	11/21/2014	Require notice to the attorney general regarding data breaches	requires agencies to notify AG in incidents of breach
HB32	LC0216	Kirk Wagoner (R) HD 75	First House Committee	1/16/2015	Criminalize the misuse of official criminal justice information	
HB100	LC0231	Frank Garner @ HD 7	First House Committee	12/30/2014	Generally revise laws relating to the public safety officer training council	we might have an ancillary interest in tracking the bill in relationship to Section 2 (4) and who the council designates as the agency responsible for obtaining and retaining confidential criminal justice information regarding public safety officers as an electronic records management issue and requirement.

HB 52	LC0259	For Department of Revenue	(C) Pre-Introduction Letter Sent	11/19/2014	Revise electronic signature authority	This bill would eliminate the list of specific chapters, which would give the department authority to allow electronic signatures for all current and future taxes it administers under these titles. The bill also grants the authority to accept electronic signatures pertaining to other taxes the department administers in law under Title 10, Title 53 and Title 70.
SB 86	LC0314	For Commissioner of Police	(C) Draft in Legal Review	12/2/2014	Revise electronic filing laws	Expands electronic filing requirement from statewide candidates to political committees and district candidates (legislatures, judges) drastically increasing number of filings.
SB46	LC0379	JP Pommichowski (D) SD	In First House	12/30/2014	Authorize electronic signatures for hunting and fishing licenses	Allows for electronic signatures for FWP licenses
SB123	LC0414	Bruce Tutvedt @ SD 3	First House Committee	1/13/2015	Revising the regulatory authority over the Montana state fund	While it request certain exceptions regarding regulatory authority - it does not appear to affect MITA law
HB118	LC0430	Bryce Bennett D HD 91	First House Committee	1/16/2015	Allow for electronic delivery of insurance policies	
HB123	LC0448	Donald W Jones @ HD46	First House Committee	12/30/2014	Generally revise public records laws	Section 11 (Page 6, Lines 17 – end) of this bill is problematic for the Montana Data Portal. Agencies are putting data out there, that is deemed public data, that may contain names and addresses that someone could download and use as a distribution list. We don't have any control over someone doing this. The data isn't being provided for that purpose, but the Socrata tool would allow someone to do such a thing. I wouldn't want this statute to stifle the momentum and use of the data portal. Suggest amending Section 11, 3 to "This section does not prevent an individual from compiling a distribution list by examination of hard copy or electronic records that are otherwise open to public inspection."/
HB155	LC0449	Tom Facey (D) SD 50	In drafting process		Provide for the development of a digital archives plan	\$208K from GF -
SB65	LC0500	Robyn Driscoll (D) SD 25			Code Commissioner Bill	granted the exception and now includes the computer system by name and I am not sure what the boundaries of CJIN are in relationship to all of
HB231	LC0519	Jim Keane (D) SD 38	(C) Draft On Hold	11/26/2014	Revise information technology laws	See Sponsor Package
HB296	LC0520	Jim Keane (D) SD 38	(C) Draft Request Received	10/20/2014	Revise laws regarding mutual aid frequency coordination	See Sponsor Package
	LC0562	Robyn Driscoll (D) SD 25	(C) Draft Canceled *	10/31/2014	Revise laws related to the immunization information system	
	LC0654	Llew Jones (R) SD 9	(C) Draft On Hold	11/14/2014	Generally revise electrical transmission laws	
	LC0658	Llew Jones (R) SD 9	(C) Draft Request Received	11/5/2014	Provide for statewide infrastructure	
	LC0659	Llew Jones (R) SD 9	(C) Draft Request Received	11/5/2014	Provide for statewide infrastructure	
	LC0667		In drafting process	1/3/2014	Revise office of public instruction data collection laws	
HB162	LC0677	Nicholas Schwaderer (R)	First House Committee	1/16/2015	Revise laws related to the Montana digital academy	
	LC0686	Nicholas Schwaderer (R) HD 14		12/30/2014	Revise security standards for state held and maintained data	
	LC0708	Daniel Zolnikov (R) HD 4	(C) Draft Request Received	11/6/2014	Generally revise privacy laws	
HB207	LC0709	Daniel Zolnikov (R) HD 4	draft legal review	1/13/2015	communications services	communications - to the extent of privelge law under 26-1-902 - do not anticipate any impact
	LC0711	Daniel Zolnikov (R) HD 4	(C) Draft Request Received	12/30/2014	Generally revise cell phone laws	

HB232	LC0757	Kimberly Dudik (D) HD9	draft ready for delivery	1/6/2014	Generally revise laws related to identity theft	Increase penalty for the theft of identity of a minor
HB112	LC0824	Keith Regier (R) HD 4	(C) Draft in Legal Review	12/1/2014	Extend sunset on enhanced 9-1-1 fund distribution	is a revenue bill and has nothing to do with the distribution of the 911 funds that would be generated through this bill. As you
	LC0836	Jonathan McNiven (R) HD	DRAFT CANCELLED	1/6/2015	Revise laws related to contracting for electronic services	
SB148	LC1102	Cary Smith R SD 27	First House Committee	1/16/2015	Provide for the welfare fraud prevention act	
	LC1273	Christine Kaufmann (D) SD 40		12/30/2014	duties	
	LC1326	Geraldine Custer (R) HD	Draft taken off hold	1/6/2015	Allow electronic voting for disabled voters	
	LC1330	Tom Steenberg (D) HD 9	(C) Draft Request Received	12/5/2014	Generally revise 9-1-1 laws	
HB	LC1353	Douglas (Doug) Kary (R) SD 22		12/30/2014	Establish a state web page of convicted embezzlement names	Requires DOJ to establish a embezzlement registry website
	LC1436	Kirk Wagoner (R) HD 75		12/30/2014	Revise laws related to protecting of electronic private financial information	
HB	LC1467	Daniel Zolnikov (R) HD 4	In drafting process	1/7/2015	Generally Revis privacy laws	AN ACT PROHIBITING GOVERNMENT ENTITIES FROM ASSISTING FEDERAL AGENCIES IN THE COLLECTION OF ELECTRONIC DATA WITHOUT A WARRANT; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE."
	LC1521	Nate McConnell (D) HD 89		12/30/2014	Provide for the uniform electronic legal material act	
	LC1592	Rick Ripley (R) SD 10	(C) Draft On Hold	12/8/2014	Provide for infrastructure funding	
	LC1822	Tom Berry (R) HD 40	(C) Draft On Hold	12/8/2014	Generally revise laws related to 9-1-1	
HB	LC1823	Jennifer Eck (D) HD 79	(C) Draft Request Received	12/7/2014	Revise 9-1-1 laws related to GPS and GIS	Requests an inerim Study on next generation 911 in Montana
	LC1850	Zach Brown (D) HD 63	(C) Draft On Hold	12/8/2014	Study broadband infrastructure and deployment	
	LC1851	Zach Brown (D) HD 63	(C) Draft On Hold	12/8/2014	Revise laws related to community broadband capacity in Montana	
HB	LC1857	Kerry White @	draft ready for delivery	1/5/2015	Maximize information integrity in government actions	Requires DOA to issue guidelines that provide policy and procedural guidance to state agencies for ensuring and maximizing the quality, objectivity, utility, and integrity of info disseminated and used by state agencies as a qualitative or quantitative basis; requires periodic reporting including number of complaints regarding accuracy of information. Purpose is to require gov entities to make known the legal authority upon which actions are based.
	LC1872	JP Pommichowski (D) SD 33		12/30/2014	Authorize central database for public notice	
	LC1882	Daniel Zolnikov (R) HD 4	(C) Draft Request Received	12/5/2014	Generally revise information technology laws	
HB	LC2017	Tom Richmond @ HD 56	Draft Requested	12/30/2014	Repeal Law regarding tranfer of IT resources	Repeals 2.17.531 taking away dept authority to facilitate cost savings through elimination of duplicate services and the ability to compensate for agencies for their investment in those resources that would be tranfered under this provision
	LC2057	Mike Phillips (D) HD		1/16/2015	Study light detection and ranging data LDRD	interim committee to study LDRD
	LC2318	Kelly McCarthy D HD49	Drafting	1/21/2015	Creating a bioscience and emerging technology initiative	
	LC2319	Kelly McCarthy D HD49	drafting process	1/21/2015	Provide for broadband development	

STATE OF MONTANA RECRUIT

Site Access:

[State of Montana Recruiting System](#) – Includes access to SOMRS Recruiting, SOMRS Onboarding and SOMRS Reporting (Oracle Business Intelligence)

[Internal Career Section](#) – This is where internal candidates will apply to job postings as well as access offers and onboarding tasks.

[External Career Section](#) – This is where internal candidates will apply to job postings as well as access offers and onboarding tasks.

Important Dates:

- **January 26, 2015** – Recruiting users will be given access to the live SOMRS site to begin creating requisitions
- **January 30, 2015** – All job postings within the legacy recruitment system (hire.mt.gov) must be closed by this date
- **February 2, 2015** – testing/training user accounts will be deactivated in the test system
- **February 2-4, 2015** – Open Lab available for SOMRS users from 8:30 am – 4:00 pm in the Mitchell Building, Rm 13B. State HR personnel will be available to answer questions and offer assistance as needed.

Upcoming Training Dates:

- **January 26, 2015, 8:30 am – 10:00 am** – Online SABHRS HR Manage Hires Training – Register
- **January 29, 2015, 8:30 am – 4:30 pm** – Online SOMRS Agency HR Training – Register
- **February 2-4, 2015, 8:30 am – 4:00 pm** – In-person SOMRS Open Lab. No need to register; drop in at your convenience, Rm 13B in the basement of the Mitchell Building. State HR personnel will be available to answer questions and offer assistance as needed.
- **February 13, 2015 – 8:30 am – 4:30 pm** – In-person SOMRS Agency HR Training - Register

Forms:

[Training Request Form](#)
[Onboarding Coordinator Request Form](#)