State of Montana Information Technology Managers Council
Minutes
October 4, 2017
8:30 a.m.
Capitol Building, Room 152

Members Present:

Kreh Germaine, DNRC – Chair
Angie Riley, MPERA – Vice Chair
Jerry Marks, State CIO/SITSD – Alternate
John Daugherty, COR
Sky Foster, AGR
Eric Tarr, DLI
Stephen Forrest, DEQ
Kellee English, SOS
⏻ Kyle Belcher, OPD

⏻ Dale Gow, LEG
⏻ Cheryl Grey, DOA
⏻ Sean Higginbotham, LGR – Cascade County
⏻ Mandi Hinman, PSC
⏻ Edwina Morrison, CHE
⏻ John Noble, TRS
⏻ Rennan Rieke, MHS
⏻ Stacy Ripple, MSF
⏻ Manual Soto, OPI

Staff Present: Wendy Jackson, Jennifer Schofield, Sarah Mitchell

Guests Present: Brian Collins, Erin Fashoway, Tiffany Fox, Joe Frohlich, Ed Hassell, Dustin Hitz, Chris Hope, Bill Jarocki Kevin Kauska, Becki Kolenberg, Veronica Lamka, Tom Marino, Christie McDowell, Pat McGlevin, Samantha Mongoven, Dustin Ostberg, Jason Pekovitch, Sean Rivera, Jody Troupe, Irv Vavruska

⏻ **Real-time Communication**: Denise Adamson, Casey Balcerzak, Sarah Bartow, Theresa Bousliman, Pete Brustkern, Peder Cannon, Robert Cash, Mike Cochrane, Rebecca Cooper, Maryann Costello, Michael Damiano, Dave Danicich, Dan Forbes, Phillip English, Josh Gillespie, Chris Gleason, Maura Gruber, Randy Haefka, Chris Hermance, Michael Jares, Thomas Judge, Anne Kane, Tim Kosena, Nate LeGrand, John Levick, Jarrod Lindseth, Cyndie Lockett, Lisa Mader, Darrin McLean, Terry Meagher, Christi Mock, Aaron Mook, Cindy Nelson, Greg Pierson, Rawlin Richardson, Josh Rutledge, Rhonda Schaffer, Edward Sivils, Cassandra Schmidt, Bradley Spencer, Danny Straw, Michael Sweeney, David Swenson, Greg Thomas, James Thomas, Troy Thomas, Kimberly Warren Channah Wells

Welcome
Kreh Germaine welcomed the council to the October 4, 2017 Information Technology Managers Council (ITMC) meeting. All members and guests were introduced.

Minutes
Motion: Angie Riley made a motion to approve the September 6, 2017 ITMC minutes. Eric Tarr seconded the motion. Motion carried.

State Chief Information Officer (CIO) Update
Jerry Marks provided an update on behalf of State CIO, Ron Baldwin. Enterprise IT Convergence remaining agencies include Montana Department of Transportation (MDT), Department of Environmental Quality (DEQ), Fish Wildlife and Parks (FWP), and Department of Public Health and Human Services (DPHHS). These agencies are on track to complete convergence by December 31, 2017. The Enterprise IT Convergence master project plan is located at http://itconvergence.mt.gov/.
Data Loss Prevention (DLP), the enterprise strategy to ensure sensitive data is not released outside the state network, was turned up on October 1, 2017. DLP is currently functioning in audit and warning mode for internal sharing and block mode for external sharing. Sensitive information includes Social Security number (SSN), credit card numbers, and passport numbers.
Voice over Internet Protocol (VoIP) phase one continues ahead of planned schedule. Approximately 1,200 phones have been installed. The team plans to continue execution for the Helena campus.
The Data Center Infrastructure Management (DCIM) Project will ensure timely, complete, and accurate information regarding the data center assets, resource use, and operational status. This project has been initiated, project manager has been assigned, and project schedule is in development. This project will be

carried out by State Information Technology Services Division's (SITSD) Facilities Management Team with the goal of managing power.

The State of Montana is moving from traditional Windows Domain Name System (DNS) to InfoBlox. Utilization of InfoBlox will provide improved Disaster Recovery (DR) capabilities, security, auditing and reporting, and enhanced automation. Deliverables regarding this project plan entail migration from Legacy Public DNS to InfoBlox, Legacy ENT DNS to InfoBlox, and Legacy Internal DNS to InfoBlox. In addition, this project will include clean up and removal of the old active directory DNN, decommissioning of legacy physical and virtual DNS environment servers, and F5 integration via DNS Express. SITSD's Network Operations Security Center (NOSC) is piloting this project.

Action Item: CIO Support will place an InfoBlox presentation on the November 1, 2017 ITMC agenda.

Business
Action Item Review
Ms. Riley reviewed action items from the September 6, 2017 ITMC meeting. Jennifer Schofield summarized the action item requesting Agency Information Technology (IT) Plan review for sensitive information. This template has been edited to require agencies to provide a summary of information, rather than a detailed inventory, in the Agency IT Plan. The detailed spreadsheet inventory will remain confidential and will not be posted publicly. Mr. Marks noted Advanced Threat Protection (ATP) turn up date was moved to October 16, 2017. An announcement will be provided within five days of turning up. Submit questions regarding the action item review to Ms. Riley at ariley@mt.gov.

Geographic Information System (GIS) Review
Erin Fashoway provided a presentation regarding GIS in State Government. This presentation is located on the ITMC website at http://sitsd.mt.gov/Governance/Boards-Councils/IT-Managers-Council. The Montana Land Information Act funds and sets methods and best practices for GIS in the State of Montana. The GIS grant program funds GIS projects for local, tribal, and state government. GIS Community of Interest monthly meetings are open to the public. A GIS Esri enterprise license agreement is available for all state agencies that wish to participate. The GIS Enterprise Advantage program is a framework for implementing GIS activities and training. GIS serves to improve information required for tactical response decision making and ensures consistency in data collection and delivery. In addition, GIS offers standardized real-time data collection, utilizes scalable IT resources, leverages existing information, and serves as a resource for leadership and public. GIS efforts will include continued ITMC collaboration, establishment of a mobile technology workgroup, and research and development of geographic information and technology. These efforts will serve to improve efficiencies, reduce cost in state government through GIS implementation, and provide training for state employees on spatial information and technology. Direct questions or comments regarding this information to Ms. Fashoway at efashoway@mt.gov.

Action Item: Ms. Fashoway will provide Mr. Germaine with an information sheet that reviews the mobile technology workgroup.

System Development Life Cycle (SDLC) Policy Review and Approve
Joe Frohlich reviewed agency comments regarding the SDLC policy. Discussion ensued regarding the SDLC policy. Agency concerns included the need for clarification regarding the intent and language of the policy as well as the number of required exception requests for non-complaint agencies. The council decided to form a SDLC policy workgroup to address these concerns. The workgroup will include Mr. Germaine, Ms. Riley, Mr. Tarr, John Noble, Phillip English, Rennan Rieke, and Lynne Pizzini. The workgroup will meet in two weeks to review this policy. Submit questions regarding the SDLC policy workgroup to Mr. Germaine at KGermaine@mt.gov.

Action Item: Mr. Germaine will schedule the SDLC policy workgroup meeting.
Action Item: Mr. Germaine will contact Stuart Fuller to seek his participation in the workgroup and to serve as the workgroup leader.

Standing Reports

Montana Information Security Advisory Council (MT-ISAC)
Mr. Frohlich provided an update regarding the MT-ISAC. Planning sessions have taken place to review and finalize goals and objectives for this workgroup.

The Best Practices workgroup will participate in Advanced Threat Analytics (ATA) and TeraDact Solutions demos. The National Cyber Security Review (NCSR) will also be discussed during the October workgroup meeting.

SITSD Enterprise Security Bureau (ESB) has created National Cyber Security Awareness Month posters and handouts for agencies. SANS is finalized and agencies may begin rolling out this security awareness training. Mr. Frohlich noted the SITSD Information Security Bureau (ISB) Chief, Sean Rivera, has resigned and will leave at the end of this month. Mr. Frohlich recognized his efforts and hard work. Additional information regarding this council is located at https://sitsd.mt.gov/Governance/Boards-Councils/MT-ISAC. Submit questions regarding information provided in this update to Mr. Frohlich at JFrohlich@mt.gov.

Enterprise IT Financial Workgroup (EITFW)
Erica Johnston provided an update of recent EITFW activities. First steps have been taken regarding the Wide Area Network (WAN) transparency report. A prioritization list has been posted to the EITFW website. Next steps entail identifying methods for capturing and reporting the savings associated with these projects. Future phases encompass reporting on the reinvestments of savings. A TechBudget/TechBiz demo is scheduled for the EITFW meeting in January 2018. TechBudget/TechBiz is a helpful tool for building budgets and will replace File Integrity Monitoring (FIM) software. The workgroup will receive a Legislative Finance Committee (LFC) debrief at the October 20, 2017 meeting regarding SITSD rates. Additional information regarding this workgroup is located at http://sitsd.mt.gov/Governance/Boards-Councils/EITFW. Submit questions regarding information provided in this update to Ms. Johnston at EJohnston@mt.gov.

eGov
Sky Schaefer provided an update of the eGov workgroup. Recurring meetings for this workgroup have been scheduled for the first Monday of each month at 2:00 p.m. in the first-floor conference room at the Scott Hart Building. Workgroup members include representatives from the Montana League of Cities and Towns, counties, agencies, and universities. Guiding principles have been drafted and will be confirmed at the next meeting. The workgroup is considering creating subgroups to address agency and entity needs. These subgroups will explore eGov impact assessments and contractual and financial considerations. In addition, subgroups will address technology, transition, and implementation considerations. Submit questions regarding information provided in this update to Ms. Schaefer at SSchaefer@mt.gov or Mr. Baldwin at RBaldwin@mt.gov.

Wide Area Network (WAN) Circuit Passthrough
Jody Troupe commented the circuit handout provided to the group contains secure information and will be relocated to the EITFW SharePoint site. The handout will be sent to internal ITMC distribution groups. This document will be revised as needed. Budget constraints may cause some delay in the completion of circuit upgrades. Submit questions regarding the WAN Circuit Passthrough to Matt Van Syckle at MVanSyckle@mt.gov.

Action Item: CIO Support will remove the Circuit Information from the ITMC and EITFW websites.
Action Item: Ms. Troupe will post the Circuit Information on the EITFW SharePoint site.
Action Item: Ms. Troupe will send a notification regarding the location of this information.

Voice over Internet Protocol (VoIP)
Ms. Troupe reported VoIP has been completed for three buildings: Mitchell, 1227 location of Office of Public Instruction (OPI), and Department of Natural Resources and Conservation (DNRC) Water Resources. Completion entails phone installation, building of call centers, and removal of cabling from the Legacy environment. Partially completed buildings include Walt Sullivan, Old Shodair, and 1201 location of OPI. Actions required for partially completed buildings include completion of call centers and removal of cabling. Assessments for OPI 1300 location have been completed. Assessments are being run on the Metcalf building and Bozeman Office of Public Defender (OPD). FWP 1420 location and Department of Justice (DOJ) assessments will be performed next week. Information regarding the Top 20 building rollout is located on the

SITSD Service Catalog site at http://sitsdservicecatalog.mt.gov/voip-avaya-phones. Anticipated completion date for VoIP rollout for the Helena campus is December 31, 2018. Submit questions regarding VoIP to Mr. Van Syckle at MVanSyckle@mt.gov.

State of Montana Project Management Advisory Workgroup (SMPMAW)
Bill Jarocki provided an update for the SMPMAW. The workgroup received information from Ms. Schofield regarding LFC's reporting requirements at the September 20, 2017 SMPMAW meeting. Members also participated in a meeting with the Montana Chapter of the Project Management Institute (PMI). Additional information regarding this workgroup is located at http://sitsd.mt.gov/Governance/Boards-Councils/PMAW. Submit questions regarding information provided in this update to Mr. Jarocki at BJarocki@mt.gov.

Windows 10 Workgroup
Irv Vavruska provided an update regarding the Windows 10 workgroup. The workgroup reviewed agency concerns as reported in an informal survey regarding Windows 10 deployment and Office 2016/Office 365 deployment across the Enterprise. Results indicated 25% of the Enterprise uses Windows 10 and 52% of the Enterprise runs Office 2016/Office 365. Five agencies did not respond to the survey. Requests for demos and agenda items were sent to workgroup members to develop an agenda for the next meeting. Submit questions regarding information provided in this update to Mr. Vavruska at ivavruska@mt.gov.

Discussion
Member Forum
None.

Public Comment
None.

Future Agenda Topics
Submit future agenda item suggestions to Mr. Germaine at kgermaine@mt.gov or Ms. Riley at ariley@mt.gov.

Next Meeting
November 1, 2017
8:30 a.m. to 10:30 a.m.
Capitol Building, Room 152

Adjournment
The meeting adjourned at 10:02 a.m.