

STATE OF MISSOURI



Information Technology Advisory Board

July 29, 2009 ITAB Meeting Minutes

Attendees:

Doug Young, ITAB Chair, MDC

Bill Bryan, CIO

Adams, Steve ITSD-DSS
Beckwith, Rich House
Bradley, Mark Adj General
Buechter, Augie ITSD-DSS
Byers, Chip MOREnet
Carter, Howard ITSD-OA
Cope, Sandie DOC
Dwyer, Tim ITSD-DIFP
Eggen, Gary OA-DPMM
Falter, Jeff ITSD-DOR
Fischer, Chris ITSD-DPS

Haake, Rhonda ITSD-DMH
Holmes, Arlan ITSD-OA
James, Diana ITSD-DESE
Jobe, Elena ITSD-DNR
Lueckenhoff, Larry MSHP
Mertens, Chris ITSD-OA
Miller, Mike MODOT
Monda, Paul ITSD-DHSS
Morff, Brick SOS
Morrow, David AGO
Pahl, Eric ITSD-MDA

Peterson, Rex MOREnet
Reed, Phil ITSD-DOR
Renick, Cindy SAO
Robyn, Tim ITSD-OA
Roggero, Jim OSCA
Rowe-Pearson, Virginia ITSD-DMH
Thomas, Ron ITSD-OA
Volkart, Jason ITSD-DOL/DED
Willingham, Mary Public Defender
Wright, Paul ITSD-DESE/DHE

Doug Young called the meeting to order at 8:35 a.m.

PRESENTATIONS

1. MO Project Management Web Database (Diana Trussell)

ACTION ITEMS

1. ITAB June 2009 meeting minutes were presented for approval. Motion made by Steve Adams to approve and seconded by Larry Lueckenhoff. The minutes were approved.

GENERAL BUSINESS

1. ITAB Chair Items (Doug Young, MDC)

- Elimination of Prime Vendor Oversight Committee – Discussed the possibility of eliminating this committee with Gary Eggen & Ron Thomas; currently have a group under the Architecture Review Committee that works with the Prime Vendor on Bulk Buy; Gary reports very few issues that need to be addressed; we could use that Bulk Buy group to do any Prime Vendor oversight if there is a need

Motion made by Jim Roggero to approve the removal of the committee and seconded by Steve Adams. The Prime Vendor Oversight Committee was abolished.

2. CIO Discussion (Bill Bryan)

- Mo Broadband Project – Had almost 100 projects that were suggested by potential partners; have narrowed the field to those we think are achievable within the timeframe; have some very promising projects that look to secure funding to extend broadband and our capabilities as a state in terms of the network capacity we have across the state today; will be submitting an application by the August 14 deadline in partnership with a number of potential last mile providers and hopefully, we'll have a strong middle mile network proposal that will ultimately help everyone do their job and provide services to the citizens

- Budget – As we’ve gone through the expenditure restrictions and had some initial budget meetings for our recommendations and new decision items for the upcoming budget, it looks as though there will be very few and likely no new decision items that are based on any kind of funding that is General Revenue
- Outage – We had an outage at the State Data Center on Thursday evening; unfortunately, it was caused by a facilities worker that accidentally terminated the power to the Data Center; wanted to commend Howard Carter and his staff and some of our partners in the vendor community who responded in the middle of the night and helped us get up and running again within a reasonable amount of time; it was an excellent job under the circumstances; wanted to emphasize to everyone that Disaster Recovery is real; it doesn’t have to be an earthquake, fire or flood; it can be a simple human error; we should all be thinking about “what if” that happens to us; we are going to do a post mortem on what happened and analyze our response and figure out how to improve what we did well in the first instance

REPORTS

1. Architecture Review Committee (Ron Thomas)

- Met on July 14; in general, the discussion was standing the committees back up and trying to speed up the whole ARC process

2. Digital Media Developers Committee (Josh Bullock)

- Tim Robyn reported at the last DMD meeting, there was a demonstration what it was like to surf the website with a screen reader; it was an accessibility demonstration; the group will be looking to implement what they discovered through that meeting on our website to enhance our accessibility features; this goes beyond the 508 standard compliance

3. MOTEC Update (Jeff Falter/Laura Mertens)

- Reports on usage were posted; everything looks good

4. Personnel Committee (Phil Reed)

- Committee continues to meet weekly to hammer through the updating process; working on CIT III and the Specialist I & II class specifications
- PDFs for the Specialist I & II positions and the PDFs for the Sup I & II positions are due in September

5. Project Management Standing Committee (Paul Monda)

- Continues to meet; handed out report of Project Managers to agencies; some show Project Managers that are going to lapse; discussing additional PMDU opportunities to prevent lapses; looking at some higher level portfolio management visibility for Bill Bryan
- If anyone would like to join the committee, we can always use a few more members

6. Security Committee (Chris Fischer)

- Met July 16; completed the Security Training Policy; draft has been given to Chris Wilkerson
- Will be creating a sub-committee to work on a Patch Management Policy

7. User Group Coordination (Jeff Falter)

- After July, the sub-committees often appoint new members; will be reviewing & updating the website with committee chairs & meeting dates; will also be asking for annual reports; hope to have them posted on the website in August

8. Internet/MOREnet Update (Chip Byers)

- Rex Peterson reported the state’s bandwidth was increased to 180 megabytes in mid June; also temporarily increased it to 200 megabytes on the day of Michael Jackson’s memorial; report

indicates circuits were available 100% of the time; the optical equipment did not come back up after the power outage in the data center last Thursday and the processor had to be replaced; will be adding additional core processors/routers in Kansas City on August 9 and then in St. Louis on August 16

- The MOREnet Instructional Conference will be held October 18-20 at Tan-Tar-A; the Fall conference is primarily for educators and the Spring conference is more for technicians

9. ITSD

a. Infrastructure (Chris Wilkerson)

- Data Center (Howard Carter) –
 - In the midst of acquiring equipment for the Microsoft Stimulus 360 Project
- Network (Pete Wieberg) –
 - Ron Thomas reported that they are starting to work on draft reports & draft policies for wireless telecom expense management
 - Setting up Unified Communications demo environments; should be available for agencies to view after August 15
- Cybersecurity (Jim Branson) –
 - Been a record month for advisories; everyone needs to be aware that Adobe, Microsoft, & FireFox are on top of the list; Microsoft has released two out of band bulletins that staff need to be aware of
 - The new IPS system is being tested & hope to have it online this week
 - The current Smart Filter contract will expire September 30; will be looking at extending it another 3 months

b. Operations (Steve Siegler)

- No report

c. Web Presence (Tim Robyn)

- Josh Bullock has been hired as Director of Websites; working on finalizing the new state home page/portal; have received approval from the Governor's Office; will be launched in the very near future; the site will have an area for both crowd-sourcing and feedback; will be an ongoing phase of improvement every day through the crowd-sourcing & feedback
- Purchased NeXpose which is an automated tool to continuously verify & monitor the security of our web pages; Mike Roling will be leading the effort

Bill Bryan emphasized to everyone that security is a priority and all of our performances will be judged on how secure we are.

d. Administration (Arlan Holmes)

- Budget instructions came out last Friday and are available on the budget planning website; if you are going to ask for General Revenue money for decision items, you will need to find cuts in your agency somewhere; all new decision item requests need to be submitted by September 1; must include the name of the Mo certified project manager assigned to manage the project
- Reminded everyone to keep Administration well informed of any new IT projects going on

10. Statewide Purchasing Update (Gary Eggen/Karen Boeger)

- The report will be posted to the website today
- Will start providing more updates regarding the progress of the PC group that meets with the primary pc & printer vendors; they work on specifications and on getting updates to stay current with what is going on in the industry

- Still struggling through the web content filtering RFP; hope to have it completed by the August ITAB meeting

11. MO GIS Advisory Council/GIO Update (Tim Haithcoat)

- No report

DISCUSSION

E-mail retention – offer thoughts and suggest revisions to e-mail retention policy to come up with a more manageable policy, reduce costs, provide adequate records management

- Keeping things forever is probably not something that we can afford as a state
- What ideas can we offer as we look at coming up with a more manageable e-mail retention policy to work with the Legislature to get them approved & to provide us adequate records management
- The current standard on e-mail retention is that every e-mail is retained for 99,999 years since June of last year
- This is not an IT problem; it is a records retention schedule problem, but it is our responsibility to let people know what the impact is and if the policymakers decide not to make a change, that is fine; we have an obligation to inform them
- We've got to find some solutions; there are some IT issues that we can all work together on & explain and make sure the policymakers understand what the issues are; encouraging everyone to think about that and be prepared to discuss what the impact is on your operation if you're required to retain every voice mail & e-mail
- The ultimate goal would be to find an automatic classification engine with simplified rules applicable to e-mail that we can attach to our Exchange servers and process & categorize e-mails based on content
- Will form a small leadership group to meet with Craig at Secretary of State's Office to identify some issues & figure out where we are at; if anyone is interested, notify Doug Young

OPEN DISCUSSION

- Mark Bradley wanted to discuss security of remote access to HVAC systems; every time we expand that capability at each facility, the state is wanting bids to be done; could have 20 contractors submit a bid and that could be problematic; having to do bids is not workable; Gary Eggen will check the bids coming out of OA's office; Steve Adams, Mark Bradley, Jim Branson, & Doug Young will get together with Gary Eggen to discuss
- Mary Willingham wanted to mention that when she went to surplus for laptops none of them had a power supply and another group of laptops did not have hard drives
- Chris Fischer says they are trying to get spatial data from different counties throughout the state to be used in good faith for emergency situations; going to house it on the GIS Server; would that data be subject under the Sunshine Law; will talk to Tim Haithcoat; there have been discussions with Renee Slusher for possible exceptions for critical infrastructure like this

REVIEW OF ACTION ITEMS

1. Mark Bradley, Steve Adams, Doug Young, Gary Eggen, & Jim Branson will get together to review HVAC security
2. Will get a small group together to discuss records retention with the Secretary of State's Office and the CIO; if anyone is interested, send an e-mail to Doug Young

Doug asked for a motion to adjourn. Rich Beckwith motioned, Steve Adams seconded, it was voted on and the meeting was adjourned.

NEXT MEETING

The next ITAB meeting is scheduled for **Wednesday, August 26, 2009 at 8:30 a.m. at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**

DY/sd