

MEETING AGENDA

**State Government Council
of the
Nebraska Information Technology Commission**

Thursday, February 11, 2010
1:30 p.m. - 2:30 p.m.
Executive Building - Lower Level Conference Room
521 S 14th Street
Lincoln, Nebraska

AGENDA

Meeting Documents: Click the links in the agenda
or [click here](#) for all documents (11 pages).

1. Roll Call, Meeting Notice & Open Meetings Act Information
2. Public Comment
3. Approval of Minutes* - [November 12, 2009](#)
4. Briefing: [NebraskaMAP.gov](#) - Larry Zink
5. Other Business
 - Discussion: Agency Information Technology Plan Form for 2010 - [Previous Version](#) of the Form
 - Secure File Transfer
6. Agency Reports
7. Adjourn

* Denotes Action Item

(The Council will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order of items if necessary and may elect to take action on any of the items listed.)

Meeting notice was posted to the [NITC website](#) and the [Nebraska Public Meeting Calendar](#) on January 11, 2010. The agenda was posted to the NITC website on February 8, 2010.

STATE GOVERNMENT COUNCIL
of the
Nebraska Information Technology Commission
Thursday, November 12, 2009, 1:30 p.m. - 2:30 p.m.
Executive Building - Lower Level Conference Room
521 S 14th Street, Lincoln, Nebraska
PROPOSED MINTUES

MEMBERS PRESENT:

Brenda Decker, Chief Information Officer, Chair
Dennis Burling, Department of Environmental Quality
Randy Cecrle, Workers' Compensation Court
Josh Daws, Secretary of State's Office
Keith Dey, Department of Motor Vehicles
Pat Flanagan, Private Sector
Suzy Fredickson, Nebraska State Patrol
Rex Gittins, Department of Natural Resources;
Dorest Harvey, Private Sector
Terri Johnston, Department of Labor
Kelly Lammers, Department of Banking
Bill Miller, State Court Administrator's Office
Jim Ohmberger, Department of Health and Human Services
Jayne Scofield, OCIO-Network Services
Len Sloup, Department of Revenue

MEMBERS ABSENT: Bob Beecham, Nebraska Department of Education; Michael Behm, Crime Commission; Beverlee Bornemeier, OCIO-Enterprise Computing Services; Mike Calvert, Legislative Fiscal Office; Carlos Castillo, Department of Administrative Services; Jeremy Hosein, Governor's Policy Research Office; Gerry Oligmueller, Budget Office; Robin Spindler, Department of Correctional Services; Rod Wagner, Library Commission; and Bill Wehling, Department of Roads

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Ms. Decker called the meeting to order at 1:30 p.m. There were 14 voting members present at the time of roll call. A quorum existed to conduct official business. The Open Meetings Law was on the back table. Meeting notice was posted to the [NITC website](#) and the [Nebraska Public Meeting Calendar](#) on October 5, 2009. The agenda was posted to the NITC website on November 9, 2009.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF SEPTEMBER 10, 2009 MINUTES

Mr. Flanagan moved to approve the [September 10, 2009](#) minutes with one name correction. Mr. Harvey seconded. Roll call vote: Burling-Yes, Decker-Yes, Flanagan-Yes, Daws-Yes, Gittins-Abstain, Harvey-Yes, Johnston-Yes, Lammers-Yes, Cecrle-Yes, Dey-Abstain, Ohmberger-Abstain, Fredrickson-Abstain, Scofield-Yes, and Miller-Yes. Results: Yes-10, No-0, Abstain-4. Motion carried.

STANDARDS AND GUIDELINES - [NITC 1-204](#): IT PROCUREMENT REVIEW POLICY (REVISED)*

Mr. Becker reported that only one comment was received. The following changes were made to the standard:

- Section 1.2.1 – The third bullet was omitted
- Section 1.2.4 – This section was omitted due to prior sections addressed this section already.

The Technical Panel recommended approval of the revised standard by the NITC.

NITC 1-204: IT Procurement Review Policy is an existing approved standard. The proposed document is a revision. The Council discussion included the following:

- Rules that are already in statute.
- All procurement processes for the state should be reviewed and addressed. Agencies need to be in communication as to processes in place already and provide feedback and suggestions on improving.
- Agencies would like the Office of the CIO to initiate and maintain regular contacts with agencies.
- Include in the preapproved list of items a bullet that states "agency specific approvals".

Mr. Ceacle moved to table approval of the standard until it can be further developed to address issues discussed. There was no second

Discussion followed regarding a pre-procurement process to coincide with the standard.

Mr. Miller moved to approve the standard as presented. There was no second.

Mr. Burling moved to create a work group to develop a pre-procurement process within 60 days. Mr. Ceacle seconded. Roll call vote: Miller-Yes, Scofield-Yes, Fredrickson-Yes, Ohmberger-Yes, Dey-Yes, Ceacle-Yes, Lammers-Yes, Johnston-Yes, Harvey-Yes, Gittins-Yes, Daws-Abstain, Flanagan-Abstain, Sloup-Yes, Decker-Yes, and Burling-Yes. Results: Yes-13, No-0, Abstain-2. Motion carried.

Ms. Fredrickson moved to recommend approval of [NITC 1-204](#): IT Procurement Review Policy. Mr. Ceacle seconded with a friendly amendment to include a bullet or wording about agency specific pre-approved items. Friendly amendment was accepted. Roll call vote: Flanagan-Yes, Daws-Yes, Gittins-Yes, Harvey-Yes, Johnston-Yes, Lammers-Yes, Ceacle-Yes, Dey-Yes, Ohmberger-Yes, Fredrickson-Yes, Scofield-Yes, Miller-Yes, Burling-Yes, Decker-Yes, and Sloup-Yes. Results: Yes-15, No-0, Abstain-0. Motion carried.

Volunteers who agreed to serve on the pre-procurement process work group included: Jim Ohmberger, Dennis Burling, Randy Ceacle, Susie Fredrickson, Josh Daws and Keith Dey. Other interested members were to let Mr. Becker know by the end of the week.

DISCUSSION - USE OF PERSONAL DEVICES ON THE STATE NETWORK

Brad Weakly, Security Office, chairs the NITC Security Architecture Work Group. Since LB 626 passed, the work group addressing this issue of personal use on the state network. Agencies have questions regarding the use of personal devices such as SmartPhones, laptops, and cell phones on the network. This has been a concern for agency I.T. staff. It may be an agency-by-agency decision.

DISCUSSION - DIRECTORY SERVICES UPDATE

The Office of the CIO is creating a citizen forest. Ms. Scofield reported that discussions have occurred with Microsoft about what it will take to bring this in as a shared enterprise service. Replication will need to be considered. Mr. Sloup and Mr. Ceacle would like to be involved the discussions.

OTHER BUSINESS

There was no other business.

AGENCY REPORTS

The following agencies provided an agency report: Department of Environmental Quality, Department of Revenue and Workers' Compensation Court.

ADJOURNMENT

Mr. Harvey moved to adjourn. Ms. Decker seconded. All were in favor.

The meeting was adjourned at 2:53 p.m.

Meeting minutes were taken by Lori Lopez Urdiales and reviewed by Rick Becker of the Office of the CIO.

Nebraska Information Technology Commission
and the
Office of the Chief Information Officer

**Agency Information Technology Plan
2008 Form**

Due: September 15, 2008

Notes about this form:

1. **STATUTORY REQUIREMENT.** “On or before September 15 of each even-numbered year, all state agencies, boards, and commissions shall report to the Chief Information Officer, in a format determined by the [Nebraska Information Technology Commission], an information technology plan that includes an accounting of all technology assets, including planned acquisitions and upgrades.” (Laws 2008, LB 823, §6). This document -- prepared with input from state agencies and the Technical Panel -- is the approved format for agency information technology plans.
2. **GENERAL GUIDANCE ON COMPLETING THIS FORM.** This form provides a basic format for providing the information requested. Agencies can add clarifying comments or modify the tables provided as necessary to provide the information. The agency should assume the information provided is a public record. Do not include information which would compromise your information technology security. Please indicate in the document where information is not provided for security reasons.
3. **DEADLINE.** The Agency Information Technology Plan is due on September 15, 2008.
4. **SUBMITTING THE FORM.** The completed form should be submitted as an email attachment to the Office of the CIO at: ocio.nitc@nebraska.gov
5. **QUESTIONS.** Contact the Office of the CIO/NITC at (402) 471-7984 or ocio.nitc@nebraska.gov

Agency

Agency IT Contact
Email Address
Phone

1. Current Assets

1.1 Applications

1.1.1 Off-the-Shelf Applications

Provide an estimated number of licenses for each of the following applications:

	Estimated Number of Users/Licenses	Version(s) (Optional)
Productivity Suite		
Microsoft Office		
WordPerfect Office		
OpenOffice/StarOffice		
Other (Specify)		
Internet Browser		
Microsoft Internet Explorer		
Firefox/Mozilla		
Safari		
Other (Specify)		
Desktop Antivirus		
Symantec/Norton		
McAfee		
Other (Specify)		
Email and Calendaring		
Microsoft Outlook/Exchange		
Lotus Notes		
Other (Specify)		
Instant Messaging		
Lotus		
Jabber		
Other (Specify)		
Database Management (DBMS)		
IBM		
Oracle		
Microsoft SQL		
AS/400		
Other (Specify)		
Applications Development Tools		
Microsoft Visual Studio		

IBM Rational Application Developer		
Micro Focus COBOL		
Other (Specify)		

1.1.2 Other Off-the-Shelf Applications

List other significant off-the-shelf applications utilized by the agency:

Application	Estimated Number of Users/Licenses	Version(s) (Optional)

1.1.3 Custom Applications

List custom applications used by the agency, including (a) the general purpose of the application; (b) the platform on which it is running; (c) application development tools used; and (d) how the application is supported.

Application:
Platform:
Development Tools:
How Supported:

Application:
Platform:
Development Tools:
How Supported:

1.2 Data

1.2.1 Databases

List the significant databases maintained by the agency and a brief description of each.

Database:
Brief Description:

Database:
Brief Description:

1.2.2 Data Exchange

List the significant electronic data exchanges your agency has with other entities.

Title/Description:
Other Entity:
Purpose:
Is this exchange encrypted?:

Title/Description:
Other Entity:
Purpose:
Is this exchange encrypted?:

1.3 Hardware

1.3.1 General Description of Computing Environment

Provide a general description of the elements of the computing environment in the agency (mainframe, midrange, desktop computers, thin clients, etc.).

Description:

1.3.2 Hardware Assets

Complete the following table. For “current” assets, enter the total number of each item currently owned/leased by the agency. For “planned” assets, enter an estimated number of each item at the end of the biennium on June 30, 2011.

	Current				Planned			
	Windows	Mac	Linux	Other	Windows	Mac	Linux	Other
Desktop Computers								
Laptop Computers								
Servers								

Provide a brief narrative describing the reason/rationale for any significant change in the number of planned hardware assets as compared to the number of current hardware assets. Also, provide a description of the agency’s hardware replacement cycle.

Narrative:

1.4 Network Environment

1.4.1 General Description

Provide a general description of the agency’s network environment. You may optionally include any related diagrams, etc. Also, describe any desktop management and/or LAN monitoring tools used by the agency.

Description:

1.4.2 Network Devices

Complete the following table. For “current” devices, enter the total number of each item currently owned/leased by the agency. For “planned” devices, enter an estimated number of each item at the end of the biennium on June 30, 2011.

	Current	Planned
Firewalls (Hardware)		
Wireless Access Points		
Video Cameras (USB)		
IP Phones		
POP Servers		
Web Servers		
Application Delivery (e.g. Citrix, Terminal Services servers) (Specify)		

Provide a brief narrative describing the reason/rationale for any significant change in the number of planned devices as compared to the number of current devices.

Narrative:

2. Staff and Training

2.1 Staff and Related Support Personnel

Identify staffing necessary to maintain your current IT environment, including contractor and OCIO staff supporting your agency specific environment.

	Approximate FTE
Agency IT Staff	
Contractors	
OCIO Staff	

2.2 IT Related Training

Summarize the agency's efforts to address training needs relating to information technology, including training for IT staff and users.

Description:

3. Survey

	Yes	No	In Progress	Not Applicable
3.1 Security - Please answer the following questions regarding your agency's efforts to maintain a secure information technology environment. [The questions refer to the Nebraska Information Technology Commission's Security Policies. These policies are available at http://nitc.ne.gov/standards/]				
Has your agency implemented the NITC's Security Policies?				
Has your agency implemented other security policies?				
If your answer to the previous question is YES, please list the other security policies. List:				
3.2 Disaster Recovery and Business Continuity - For purposes of this document, the term "Disaster Recovery Plan" refers to preparations for restoring information technology systems following a major disruption.				
Does your agency have a disaster recovery plan?				
If your answer to the previous question is YES, have you tested your disaster recovery plan?				
If your answer to the previous question is YES, have you revised your disaster recovery plan based on the results of your test?				
Does your agency perform regular back-ups of important agency data?				
If your answer to the previous questions is YES, does your agency maintain off-site storage of back-up data?				
3.3 Accessibility / Assistive Technology				
Does your agency include the Nebraska Technology Access Clause in contracts for information technology purchases? (See Neb. Rev. Stat. § 73-205. The Technology Access Clause is posted at				

	Yes	No	In Progress	Not Applicable
http://nitc.ne.gov/standards/)				
Does your agency have procedures in place to identify the information technology related requirements of users with disabilities?				
Does your agency provide training opportunities for management, procurement, and technical personnel on how to meet the accessibility needs of users with disabilities?				
Has your agency evaluated its website(s) to ensure accessibility to all persons with disabilities? If yes, what tools were used to evaluate accessibility? ___ http://www.w3.org/WAI/ER/existingtools.html ___ http://www.vischeck.com/ ___ http://www.henterjoyce.com/fs_downloads/jaws_form.asp ___ Other (please specify _____)				
3.4 Geographic Information System (GIS)				
Does your agency have plans, over the next biennium, for the development and/or acquisition of GIS/geospatial data or geospatial data applications or services that is estimated to cost more than \$25,000?				
If your answer to the previous question is YES, please provide a brief description and/or reference where that description is provided in Section 4 below:				

4. Projects and Future Plans

4.1 Projects Currently Active

List current IT projects, including a description of the project, the current project status, projected completion date and costs.

Project Title:
 Brief Description:
 Current Status:
 Projected Completion Date:
 Total Project Cost:

Project Title:
 Brief Description:
 Current Status:
 Projected Completion Date:
 Total Project Cost:

4.2 Projects Planned to be Started in FY2008-2009

List IT projects that are planned to start before the end of the current fiscal year which were not listed in the previous section.

Project Title:
 Brief Description:
 Projected Start Date:

Projected Completion Date:
Total Project Cost:

Project Title:
Brief Description:
Projected Start Date:
Projected Completion Date:
Total Project Cost:

4.3 Projects Planned for the FY2009-2011 Biennium

List IT project planned for the next biennium. (Note: If funding for a project has been requested and an IT Project Proposal entered in the Nebraska Budget Request and Reporting System, you only need to list the project title and note that it is included in the agency budget request.)

Project Title:
Brief Description:
Projected Start Date:
Projected Completion Date:
Total Project Cost:

Project Title:
Brief Description:
Projected Start Date:
Projected Completion Date:
Total Project Cost:

4.4 Long-Term Plans (Beyond the FY2009-2011 Biennium)

Describe any long-term plans for projects to be started after the FY2009-2011 biennium.

Agency Narrative:

4.5 Other Issues

This is a general comment section where the agency can identify issues not captured in another section of the plan. This provides an opportunity to address issues which may, or may not, impact an agency IT budget; such things as known risks, trends, or issues for which there is not currently enough information to be included in the other sections. This section can also be used to summarize the agency's strategies and future direction for the use of information technology within the agency.

Agency Narrative: