Meeting Summary

INFORMATION						
DATE:	7/29/2015	**START TIME:**	9:40 A.M.	**END TIME**	11:30 A.M.	**LOCATION:** NH National Guard, 26 Regional Drive, Concord, NH

SUBJECT/ PROJECT:	New Hampshire Information Technology Council (IT Council)
PURPOSE:	Scheduled Public Meeting
CHAIRPERSON:	NH National Guard Lt Col Barry Groton
ATTENDEES:	IT Council Members: 1. Tom Burack, Commissioner of Department of Transportation; 2. Heather Gage, Chief of Staff, Department of Education 3. Steve Kelleher, Proxy for Bill Baggeroer, CIO, Department of Health and Human Services; 4. Roger Marchand, Project Manager, Revenue Commission; 5. Kevin O'Brien, Assistant Commissioner, Department of Safety; 6. Charles Russell, Financial Data Manager, Department of Administrative Services; Guest Attendees: 7. Steve Low, Senior Account Executive, ePlus Technology, Inc,; 8. Jodi Grimbilas, Bianco Professional Association, representing CISCO; 9. Major General William N. Reddel III, The Adjutant General, New Hampshire; 10. Charles Chandler, Dunbarton, NH Department of Information Technology Staff: 11. Denis Goulet, CIO/Commissioner; 12. Sally Gallerani, Director, Technical Support Services Division; 13. Chrisi Goodwin, Director, Agency Software Division; 14. Wendy Pouliot, Director, Operations Division; 15. Leslie Williams, Chief Information Security Officer; 16. Rebecca Bolton, IT Manager, Agency Software Division;

ABSENTEES:	17. Two state representatives, for the duration of his or her legislative term
	    to be determined;
	18. Two heads of other agencies to be determined;
	19. One representative of municipal government, for a 3-year term
	    to be determined'
	20. One representative of county government, for a 3-year term
	    to be determined;
	21. One representative of academia, for a 3-year term
	    to be determined

ITEM #	AGENDA
	Public Session
1.	Welcome/Introduction

2.	IT Council
	    a. Review (purpose, expectations, roles, responsibilities, logistics)
	    b. Participant expectations
	    c. Rules of conduct and meeting administration (public/confidential meeting components)
	    d. Meeting minute documentation and review
	    e. Frequency of meetings

3.	Budget
	    a. Approved operational budget
	    b. Approved capital budget

4.	Governance and Strategic Planning Objectives
	    a. High-level Planning Review (Assessment, Cyber Security, Agency, State Strategic)
	    b. Review of Current Cyber Security Plan

5.	Future Topics
	    a. Enterprise initiatives
	    b. Enterprise collaboration opportunities
	    c. Standards
	    d. Resource allocation
	        i. Retirements
	        ii. Recruitment
	        iii. Retention
	    e. Procurements/Outsourcing
	    f. Agency needs/trends
	    g. Lean initiatives
	    h. Training initiatives/programs
	    i. Legislative items
	    j. Audit/compliance
	    k. Open discussion

ITEM #	MINUTES
1.	**Welcome/ Introduction** • Commissioner Goulet and Lt Col Barry Groton, IT Council Chairperson, started the meeting and greeted the IT Council Members. • Major General William N. Reddel III, the Adjutant General of New Hampshire welcomed the IT Council to the NH National Guard facility. The Adjutant General stressed the point that as far as Cybersecurity is concerned; "we're all in this together" and provided some recent examples of Cybersecurity incidences and the associated cost to bring attention to the fact that remediation from cybersecurity attacks is very expensive. He ended by thanking the IT Council Members for working together as he believes that collaboration is necessary to combat Cybersecurity.

2.	**IT Council**	
	•	Commissioner Goulet thanked the National Guard for hosting the IT Council meeting. Commissioner Goulet explained that he is excited that the IT Council has been re-launched and expressed his vision/expectations for the IT Council. Many Commissioners have asked him in regard to the IT Council; "what are you going to do differently from the past" and Commissioner Goulet responded that he wants the IT Council to help with strategic direction and be action oriented; representing the State of New Hampshire and its Citizens and the Public sector. He hopes there will be much interaction between the Commissioners Group and the IT Council. Commissioner Goulet read through RSA 21-R-6 which defines the roles and responsibilities of the IT Council. Please see http://www.gencourt.state.nh.us/rsa/html/I/21-R/21-R-6.htm. He also asked if the roles/responsibilities of the IT Council need to be reviews and possibly modified? Another important reference is RSA 91-A: 2, III (c) which explains Right to Know requirements for meetings. Commissioner Goulet suggested that we have quarterly IT Council meetings and that the next IT Council meeting be held in October 2015. Meeting minutes will be posted to the IT Council website in draft format within 5 days of the meeting and will be officially approved at the following IT Council Meeting. These meeting minutes can be found at http://www.nh.gov/doit/internet/divisions/itcouncil/index.php .
	•	Lt Col Barry Groton, IT Council Chairperson, made his introductions drawing attention to the fact that much has changed regarding Cybersecurity since the last IT Council meeting held on August 17, 2012. He referenced Admiral Michael S. Rogers', Commander United State Cyber Command, recent statement before the Senate Committee on Armed Services which can be found at http://www.armed-services.senate.gov/imo/media/doc/Rogers_03-19-15.pdf . Lt Col Barry Groton explained that the NH National Guard supports the New England Region per orders the Governor of New Hampshire and/or the President of the United States.
3.	**Budget**	
	•	Commissioner Goulet spoke of House Bill 1 and House Bill 2 and the Continuing Resolution which stipulates that Agencies can expend 6/12 (half) of the FY2015 Budget. He expressed hope that we would have additional information at the next IT Council meeting in October.
	•	The Capitol Budget has been finalized and the Department of Information Technology (DoIT) has been awarded three (3) Capitol Budgets.
	•	The three (3) DoIT Capitol request are as follows (in priority order):
		• Cybersecurity - $1 million. Working on specific action items/next steps and will share more moving forward
		• Virtual Server Expansion - $2,340,300. Funds will be used to expand the existing virtual server environment as demand far exceeds supply for these resources.
		• Enterprise Collaboration - $625,000. The desire is to implement a modern project lifecycle management solution. Commissioner Goulet would like to take incremental steps and discover what we want to accomplish; determine what we are currently doing well; and create a standard process for all Agencies. Roger Marchand, Project Manager, Revenue Commission inquired if DoIT has selected a tool? Commissioner Goulet responded that DoIT has not yet chosen a tool. Commissioner Goulet elaborated that it is his vision that we proceed with a top down/bottom up approach to discover what is working well in Agencies and what we should do state-wide. He noted that the Department of Health and Human Services (DHHS) has a Project Management Office (PMO) that is helping them to understand the value of IT investments and what efforts should be invested in and which should not. Tom Burack, Commissioner of Department of Transportation asked if the IT Council should review proposals for IT projects and approve/deny them. Commissioner Goulet responded that he believed this to be an advanced vision and a longer-term goal for the IT Council.

4.	**Governance and Strategic Planning Objectives**
	• Commissioner Goulet explained that while being vetted for the Chief Information Officer (CIO) of the Executive Branch he was asked whether the over-riding IT Strategy or Cybersecurity should be the priority. He stated that Cybersecurity must be the priority. Commissioner Goulet proceeded to present the draft State of New Hampshire Cybersecurity Strategy and Actions; a joint accomplishment by DoIT, Homeland Security, and Department of Health and Human Services.
	• Commissioner Goulet wants to engage additional Agencies for input into this plan.
	• Next Steps include bi-weekly Security Operations Center (SOC) implementation planning sessions; Restart the Cyber sub-committee; Estimate pricing for cyber insurance; Propose cyber investment level and plan; and Plans to operationalize cybersecurity capital budget item.
	• As Commissioner Goulet explained; the IT Council is focused on the Executive Branch of the NH State Government while the advisory council on emergency preparedness and security (ACEPS) is more focused on the Public/Private partnership. The response to a Cybersecurity incident needs to be collaborative.
	• Commissioner Goulet is chairing the Cyber sub-committee of ACEPS.
	• DoIT and the Department of Safety (DOS) are implementing a White List policy whereby only "safe" websites are allowed through the State network.
	• Digital Denial of Services (DDOS) has been a more recent Cybersecurity incident for Visit.NH and NH.gov.
	• DoIT is in the process of implementing Network Access Controls (NAC) which allows only known devices onto the State Network.
	• DoIT is working on a baseline Computer Use Policy; encouraging all Executive Brand Agencies to use it.
	• The next update to the Governor's Office is due September 2015.
	• Goal is to review and finalize the State of New Hampshire Cybersecurity Strategy and Actions and get ratification by the IT Council in October 2015.
	• Lt Col Barry Groton asked Commissioner Goulet if the Strategy includes low-level/tactical actions. Commissioner Goulet responded that the strategy does include tactical actions such as having all Executive Branch agencies use a base suite of required security software. Agencies should not have the ability to "opt-out".
	• Commissioner Burak inquired whether DoIT has successfully engaged the smaller agencies regarding the importance of cybersecurity. Noting that physical security is important. Commissioner Goulet responded that training would be beneficial and that funding was a concern. Director Gallerani added that most small agencies are now centralized on the Granite Domain and receive all of the security patches/updates that the larger agencies get.
	• Commissioner Goulet moved that the IT Council proceed to next steps of the State of New Hampshire Cybersecurity Strategy and Actions; Lt Col Barry Groton seconded the proposal; all of the IT Council voting members agreed.
	• Roger Marchand, Project Manager, Revenue Commission added that everyone wants/needs to embrace this cybersecurity strategy and actions.
	• Commissioner Goulet expressed his desire to engage the State of NH Legislature in the cybersecurity strategy and actions.
	• Commissioner Burak noted that the next round of Capitol Budget request planning will begin in 6 months.
	• Steve Low, Senior Account Executive, ePlus Technology, Inc. explained that his company has a significant cybersecurity partnership/practice with other customers and can help the State of New Hampshire to connect with these other organization.
	• Charles Chandler, Dunbarton, NH, inquired if the State of New Hampshire was concerned about automated cars and drones? Commissioner Goulet responded that this was a topic of conversation at the last National Association of State CIOs (NASCIO) conference and that it is more of a privacy concern, not really a cybersecurity concern.
5.	**Future Topics** • Did not have time to discuss this topic.
	As there were no additional questions, Lt Col Barry Groton closed the meeting.

ACTION ITEMS			
ITEM #	DESCRIPTION	Assigned To	Due Date
1.	Remind IT Council Members to review the draft meeting minutes for the February 17, 2012 and August 17, 2012 IT Council meetings, both posted at http://www.nh.gov/doit/internet/divisions/itcouncil/index.php. To be discussed/approved at the October 2015 IT Council meeting.	Lt Col Barry Groton	TBD
2.	Post draft IT Council Meeting Minutes for July 29, 2015 meeting on IT Council website http://www.nh.gov/doit/internet/divisions/itcouncil/index.php	Rebecca Bolton	August 5, 2015
NEXT MEETING: October 28, 2015, Location: NH National Guard, 26 Regional Drive, Concord, NH			