

IT COUNCIL MEETING



INFORMATION

DATE:	03/29/19	START TIME:	1:00 pm	END TIME:	2:30 pm	LOCATION:	NH Liquor Commission 50 Storrs Street Concord, NH
SUBJECT/PROJECT:	New Hampshire Information Technology Council (IT Council)						
PURPOSE:	Scheduled Public Meeting						
CHAIRPERSON:	NH National Guard Lt. Col. Barry Groton						
ATTENDEES:	<p><u>IT Council Members:</u> Chair, Lt. Col. Barry Groton, NH National Guard Denis Goulet, CIO, Department of Information Technology (DoIT) Joe Mollica, Chairman, NH State Liquor Commission (NHLC) Richard C. Bailey, Jr., Assistant Commissioner, NH Department of Safety Jean Fortier, City of Manchester Christopher Keating, Director, Administrative Offices of the Courts Roger Marchand, Department of Revenue Administration Hamilton McLean – Department of Environmental Services David Scanlan, Deputy Secretary of State of New Hampshire Michael Bourbeau, Vice President, Information Systems, Northeast Delta Dental Karen Ebel, NH House of Representatives, Merrimack – District 5 Thomas Pristow, Deputy Commissioner, Department of Health and Human Services (DHHS) Thomas Trumble, Jr., Network Administrator, Merrimack County Muriel Lajoie, Department of Environmental Services Victoria Sheehan, Commissioner, Department of Transportation (DOT) Caitlin Davis, Director, Program Support Division, Department of Education (DOE) Clark Freise, Assistant Commissioner, NH Dept. of Environmental Services</p> <p><u>Guests:</u> Glenn Davison, DOT Ken Gallager, OSI Katie Callahan, DOIT (F&G) Dan Dister, Chief Information Security Officer, DoIT Steve Kelleher, Director of Governance and Strategic Planning, DoIT Bruce Codagnone, CIO, City of Nashua Mike O’Neil, Director, Agency Software Division (ASD), Department of Information Technology Bruce Smith, Assistant Director, ASD, Department of Information Technology</p>						
ABSENTEES:	Alex Stone, Director, Data Financial Management, Dept. of Administrative Services (DAS) Representative Lynne Ober, NH House of Representatives, Hillsborough - District 37						
ITEM #	MINUTES						
1.	<p>Welcome Today’s meeting was hosted by the NH Liquor Commission. Chairman Mollica presented the Council with an overview and history of the NH Liquor Commission.</p>						
2.	<p>Motion to accept minutes from 12/12/2018 meeting minutes: Lt. Col. Groton asked for a motion to accept the 12/12/2018 minutes. A motion was made, seconded and all approved (as amended), none opposed.</p>						

3.	<p>Introduction of new members – Denis Goulet, CIO, Department of Information Technology (DoIT) Welcome to Karen Ebel, Representative, State of New Hampshire</p>
4.	<p>FY 20/21 Budget Update – Denis Goulet, Commissioner, DoIT The DoIT operating budget is established by working collaboratively with executive branch State agencies. This allows agency and DoIT staff to work together in defining and identifying those resources which are required to support the mission of DoIT and each individual agency. Governor Sununu funded DoIT’s efficiency budget for the biennium as submitted. Budget increases in the DoIT Direct Agency IT budget can be attributed to the Additional Prioritized Needs as requested by the agency.</p>
4.	<p>Cyber Security Update – Daniel Dister, Chief Information Security Officer, DoIT</p> <p>Dan Dister, CISO, provided a Cybersecurity Update to the Council. There were four topics of interest:</p> <ul style="list-style-type: none"> • Harmonization of Federal Policies for Security – at least 4 federal agencies (FBI, CMS, IRS and SSA) routinely conduct IT security audits at states across the country. These federal agencies own policies differ significantly from each other, and in general do not closely adhere to federal cybersecurity guidance from the National Institute of Standards and Technology (NIST). This creates a lot of work for states to respond to and comply with these audits – which in many cases examine the same systems and networks, but with differing or conflicting security standards. The National Association of State Chief Information Officers (NASCIO) took up this issue and testified before the Senate Homeland Security and Governmental Affairs Committee in June 2018. As a result of this testimony, the US Government Accountability Office (GAO) initiated a survey for all states to complete regarding the level of effort required and lack of consistency in complying with federal cybersecurity policies. NH was among a handful of states to provide input to the GAO draft survey on “Federal Cybersecurity Requirements and Assessments,” and has since completed the final survey and submitted it to GAO. • State Presentations at MS-ISAC and NGA – New Hampshire was selected to give presentations at two national level meetings: The Multi-State Information Sharing and Analysis Center (MS-ISAC) Annual Meeting in Denver, Colorado, as well as at the 3rd National Summit on State Cybersecurity (hosted by the National Governor’s Association), in Shreveport, Louisiana. The presentation is titled: <i>“Testing the State Cyber Disruption Plan: Hits, Misses and Lessons Learned from the State of New Hampshire.”</i> • Minimum Standards for Privacy and Security – HB1612 amended RSA 189:66 (<i>Student and Teacher Information Protection and Privacy</i>) and went into effect 8/11/2018. The amendment added paragraph V, which states the following: <i>“The department shall establish minimum standards for privacy and security of student and employee data, based on best practices, for local education agencies.”</i> The Department of Education requested assistance from DoIT to develop these “Minimum Standards.” The Minimum Standards were developed and briefed to the NH School Superintendents and the NH Chief Technology Officers Council (NHCTO), and have been accepted by DOE for publication. • New Cyber Exclusion Language – in the past year, it has become evident that there is no exemption in RSA 91-A (<i>“Right to Know”</i>) which addresses the protection of sensitive cybersecurity information or details about system vulnerabilities. The open publication of such sensitive information regarding state systems and networks will draw the attention of hackers and cyber criminals around the world, and would in effect give them a roadmap to hack into and compromise our systems. The federal government protects sensitive cybersecurity information through law, data classification (e.g. “Secret”, “Top Secret”) or other FOIA exemptions. An amendment to HB329 will add a new paragraph to the exemptions in RSA 91-A:5 as follows: <p style="text-align: center;"><i>XI. Records pertaining to information technology systems, including cyber security plans, vulnerability testing and assessments materials, detailed network diagrams, or other materials, the release of which would make public security details that would aid an attempted security breach or circumvention of law as to the items assessed.</i></p>

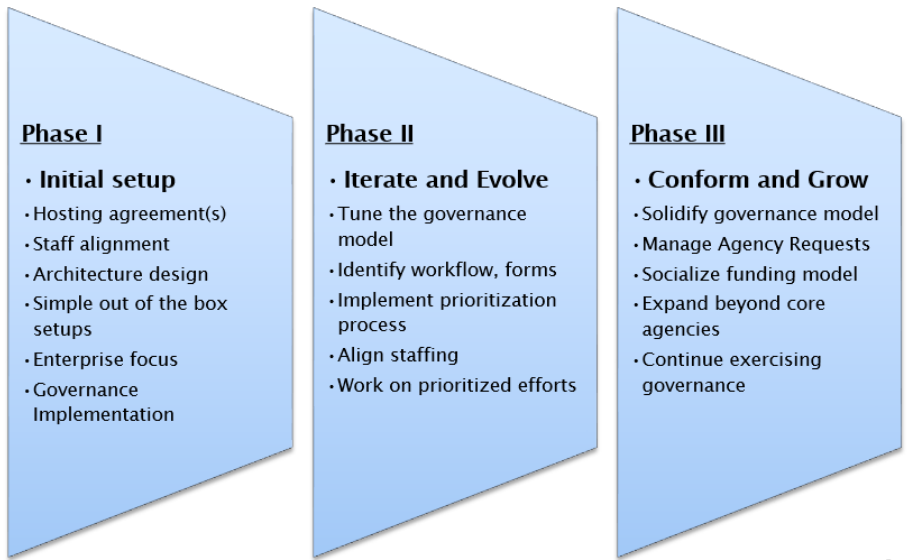
5. **Workflow & Document Mgmt. Update – Steven Kelleher, DoIT, Director, Governance & Strategic Planning**

Steve provided an overview on current workflow and document management activities. This topic covers a wide range of initiatives progressing within state agencies, but the focal point for discussion at this session was on the project and planning activities associated with the deployment of an “Enterprise SharePoint” platform for state agency use.

Mr. Kelleher provided an overview of the major objective, which is to use tools to improve efficiency and transparency on new and existing processes. During agency IT planning efforts, the need for collaboration, messaging, document management and other similar functions was defined and SharePoint was requested by several state agencies. Since this tool is aligned with current strategic objectives, DoIT established a group of agency stakeholders to initiate planning efforts.

An orientation session was held to define the basic foundation on how DoIT and agencies would work together to implement a hosted and managed SharePoint environment to meet their needs. The intent discussed was to start with base functionality and add more complex functions after basic governance was established.

Phased Approach and Scope



6

Currently, business requirements, a framework for governance and basic hosting and managed services needs have been drafted. These documents are scheduled to be reviewed with agency stakeholders so they can be formalized. In parallel, efforts have progressed to prepare for procurement planning for appropriate hosting and managed services solutions. The project will be formally kicked-off with allocated resources and detailed work plans and schedules after this planning is complete.

6. **Project Governance Update – Steven Kelleher, DoIT, Director, Governance & Strategic Planning**

The objective of this effort is to increase the states project management maturity and improve on collaboration, tracking, prioritization and the reporting on projects. Initial project capabilities were assessed and the state has taken action to improve in various areas.

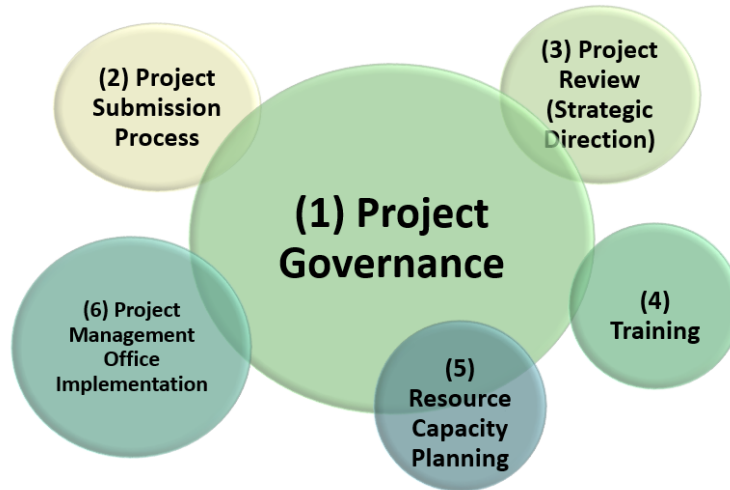
Framework concepts have been drafted and committees were established to promote cross agency communication on project management practices, share challenges and work collaboratively toward identifying and recommending areas of improvement.

Project lists were also consolidated and analyzed on IT projects, which showed large amounts of project requests with very limited IT resources. Basic time tracking was implemented to further analyze agency and DoIT project efforts and a formal Portfolio Oversight Committee was established within DoIT to systematically review and

prioritize the many efforts in progress to ensure shared IT resources are allocated in a thoughtful manner. Basic Project Primer training has also been provided to more than 150+ IT resources to promote a broader understanding of project management practices within The Department of Information Technology (DoIT) and the state is currently piloting and reviewing project management tools that will allow the state to track the intake, prioritization and reporting on projects in a concerted manner.

Lastly, DoIT is currently taking the necessary steps to form a small project management office (PMO) that will be focused on the mission of “improving project delivery” within DoIT by enhancing support and guidance on priority projects, while laying a foundation for future governance opportunities.

Steps to Strengthen PM Practices



6. **GIS Committee Update - Project Reviews**

Statewide Imagery Needs Assessment & Multi-agency Map Viewer Pilot

Glenn Davison from the Department of Transportation provided updates for the statewide imagery needs assessment and multi-agency map viewer pilot projects.

The GIS working group completed the assessment data collection and analysis for specifications and funding models. Overall, specification preferences are for 6” imagery with a 2-year collection cycle based on input collected via meetings and online survey instruments. The working group’s recommendation will be for 6” imagery on 3-year cycle factoring in cost considerations. The working group provided three funding models, including:

- Three (3)-year collection cycle with participation from the five (5) largest state agencies
- Three (3)-year collection with participation from the five (5) largest state agencies plus eight (8) smaller state agencies
- Two (2)-year collection cycle with participation from the five (5) largest state agencies plus participation from the small state agencies, municipalities, and the private sector.

The multi-agency map viewer project is progressing on schedule. The working group has completed several technical pieces including a centralized hosting environment established at GRANIT/UNH to provide a shared virtual server with access by NHDES, NHDOT, and UNH. Map viewer software was installed for both Geocortex and ArcGIS Online (AGO) environments. Both partner agencies (NHDES and NHDOT) completed formal web training in the use of the Geocortex software and took advantage of free online training for AGO.

The project partners will use their experiences from developing map viewers in the shared environment to help develop a governance framework, which will address 6 domains: Platform, Data, Delivery, Work Force, Strategy, and Investment. The governance framework will utilize a structured template for each domain that documents the key objective, identifies the major components, and describes the goals/metrics and processes for each component.

	Field Data Collection Project Katie Callahan from the Department of Information Technology provided an update on the Field Data Collection Project, a multi-agency collaboration to develop a data sharing platform for NH Fish and Game Department and NH Division of Forests and Lands. Eleven staff from four state agencies participated in on-site training provided by Esri Professional Services March 4-7, 2019. Accomplishments during this 4-day WebGIS Launch Kit event included: configuration of ArcGIS Online, design improvements to a forest inventory geodatabase to accommodate historical archiving of field surveys, configuration of mobile apps including capability for disconnected data collection, and development of both internal and public-facing web applications to view forest inventory data was initiated.		
7.	LBA Audit Update – Ken Dunn, Deputy Commissioner, DoIT Due to time constraints, the LBA Audit Update was not discussed. Copies were distributed to IT Council members.		
8.	Motion to Adjourn Lt. Col. Groton asked for a motion to adjourn; motion was made and seconded; meeting was adjourned at 2:29 pm		
ACTION ITEMS			
ITEM #	DESCRIPTION	Assigned To	Due Date
	Post approved December 12, 2018 on the IT Council website.	Cindy Barlow	3/29/19
NEXT MEETINGS: Meeting time and date to be determined			