

AGENDA
STATE GOVERNMENT COUNCIL
1526 Building - 4th Floor - Hearing Room 4D
1526 K Street
Lincoln, Nebraska
Thursday, August 10, 2017
1:30 p.m.

- 1:30 p.m. 1. Roll call; meeting notice; Open Meetings Act.
2. Public comment.
3. **Approval of minutes for June 8, 2017.*** (*Attachment 3*)
4. **Technical standards and guidelines; recommend approval of Proposal 17-03, relating to state government web pages.*** (*Attachment 4*)
5. **Recommend approval of amendments to the State Government Council Charter.*** (*Attachment 5*)
6. Presentation; Project Management Office, Andy Weekly.
7. CIO update; Roadmap update. ([*Link*](#))
8. Agency reports; other business.
- 2:30 p.m. 9. Adjourn.

*** Indicates an action item.**

The Council will attempt to adhere to the sequence of the published agenda, but reserves the right to adjust the order and timing of items 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 June 14, 2017. The agenda was posted to the NITC website on August 4, 2017.

[Nebraska Open Meetings Act](#) | [State Government Council Meeting Documents](#)

STATE GOVERNMENT COUNCIL
Executive Building - Lower Level Conference Room
521 S 14th Street, Lincoln, Nebraska
Thursday, June 8, 2017, 1:30 p.m.
MEETING MINUTES

MEMBERS PRESENT:

Terri Slone, Department of Labor
Karen Hall, Administrative Services
Colleen Byelick, Secretary of State
Kim Menke, Department of Natural Resources
Keith Dey, Department of Motor Vehicles
Aaron Anderson, Workers' Compensation Court
Jim Ohmberger, OCIO-Enterprise Computing Services
Mike Fabry, Department of Banking
Pam Kunzman, Nebraska State Patrol
Jayne Scofield, OCIO-Network Services
Chris Ayotte, Department of Revenue
Ron TeBrink, Department of Correctional Services
Jennifer Rasmussen, State Court Administrator's Office
Rod Wagner, Library Commission
Bill Wehling, Department of Roads

MEMBERS ABSENT: Ed Toner, Chief Information Officer; Chris Hill, Department of Health and Human Services; Dorest Harvey, Private Sector; Dennis Burling, Department of Environmental Quality; Mike Calvert, Legislative Fiscal Office; Brent Gaswick, Department of Education; Gerry Oligmueller, Budget.

ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION

Jim Ohmberger called the meeting to order at 1:30 p.m. Without objection, Mr. Ohmberger served as the temporary chair for this meeting. There were 15 voting members present at the time of roll call. A quorum was present. The meeting notice was posted to the [NITC website](#) and the [Nebraska Public Meeting Calendar](#) on June 1, 2017. The agenda was posted to the NITC website on June 1, 2017.

PUBLIC COMMENT

There were no public comments.

APPROVAL OF MINUTES – FEBRUARY 9, 2017 AND APRIL 13, 2017

Mr. Dey moved to approve the February 9, 2017 minutes as presented. Mr. TeBrink seconded. Roll call vote: Slone-Yes, Hall-Yes, Byelick-Abstain, Menke-Yes, Dey-Yes, Anderson-Yes, Ohmberger-Yes, Fabry-Abstain, Kunzman-Yes, Scofield-Yes, Ayotte-Yes, TeBrink-Yes, Rasmussen-Yes, Wagner-Yes, and Wehling-Yes. Results: Yes-13, No-0, Abstained-2. Motion carried.

Mr. Dey moved to approve the April 13, 2017 minutes as presented. Ms. Kunzman seconded. Roll call vote: Wehling-Abstain, Wagner-Yes, Rasmussen-Yes, TeBrink-Yes, Ayotte-Yes, Scofield-Abstain, Kunzman-Yes, Fabry-Abstain, Ohmberger-Yes, Anderson-Yes, Dey-Yes, Menke-Abstain, Byelick-Abstain, Hall-Yes, and Slone-Abstain. Results: Yes-9, No-0, Abstained-6. Motion carried.

STANDARDS AND GUIDELINES

Proposal 17-02 Definitions

Mr. Hobbs stated that the OCIO Legal Counsel, Rick Becker, has reviewed the document as well and is now ready for the council's review.

The State Government Council recommended including definitions for the following:

- PCI (Payment Card Industry)
- FTI (Federal Tax Information)
- CJIS (Criminal Justice Information System)
- FEDRAMP (Federal Risk and Authorization Management Program)

Mr. Dey moved to recommend approval of Proposal 17-02 with the additional definitions for PCI, FTI, CJIS and FEDRAMP. Ms. Slone seconded. Roll call vote: Slone-Yes, Hall-Yes, Byelick-Yes, Menke-Yes, Dey-Yes, Anderson-Yes, Ohmberger-Yes, Fabry-Yes, Kunzman-Yes, Scofield-Yes, Ayotte-Yes, TeBrink-Yes, Rasmussen-Yes, Wagner-Yes, and Wehling-Yes. Results: Yes-15, No-0, Abstained-0. Motion carried.

Proposal 17-01 Information Security Policy

Members discussed Amendment 1 to Proposal 17-01. Members recommended the following additional changes to Amendment 1:

8-202 #2: Change rational to rationale

8-204: Second paragraph, change should to must

8-205: Change heading to "Portable IT Devices"

Change sentence to read: "CONFIDENTIAL or RESTRICTED data must not be stored on portable IT devices unless it has been encrypted using technology approved by the state information security office or the agency information security officer.

8-303, Section A: Change to read:

All employees and other persons performing work on behalf of the state, authorized to access any state information or IT resources, that have the potential to process, store, or access non-public information, must be assigned a unique State of Nebraska user ID which resides in the State of Nebraska Active Directory domain with the minimum necessary access required to perform their duties.

8-506 #7: Change time from 15 minutes to 5 minutes

8-507 #3: Change to read:

Prior to removing any equipment from the secured environment to which it is assigned, the equipment must be approved for release.....

8-607: Table triangles need are not aligned properly.

8-705: Strike "with the state"

Mr. Dey moved to recommend approval of Proposal 17-01 as revised by Amendment 1 and with the additional changes recommended by the Council. Ms. Kunzman seconded. Roll call vote: Slone-Yes, Hall-Yes, Menke-Yes, Dey-Yes, Anderson-Yes, Ohmberger-Yes, Fabry-Yes, Kunzman-Yes, Scofield-Yes, Ayotte-Yes, TeBrink-Yes, and Wehling-Yes. Results: Yes-12, No-0, Abstained-0. Motion carried.

AGENCY REPORTS AND OTHER BUSINESS

Department of Labor. Ms. Slone reported that the agency had an IRS visit. The agency was assigned follow-up tasks and field visits will be planned. Mr. Hobbs will be working with Labor.

Department of Roads. Mr. Wehling thanked Ms. Slone and Kevin Waechter for the work with Vericode. The agency is waiting for a quote from Microfocus to look at mainframe applications. Other members were interested in this information as well.

ADJOURN

Mr. Dey moved to adjourn. Ms. Slone seconded. All were in favor. Motion carried.

The meeting adjourned at 2:58 p.m.

Meeting minutes were taken by Lori Lopez Urdiales and reviewed by Jim Ohmberger of the Office of the CIO.

**State of Nebraska
Nebraska Information Technology Commission
Technical Standards and Guidelines**

Proposal 17-03

A PROPOSAL relating to state government web pages; to amend section 4-201; to remove the requirements relating to a header brand graphic; to revise the footer requirements and adopt as guidelines; and to repeal the original section.

Section 1. The following provisions constitute a revised section 4-201:

4-201.:- Web Branding and Policy Consistency State government web pages; footer guidelines.

The footer of each Nebraska state government web page should include the following:

(1) a link to the Nebraska state government home page, <http://www.nebraska.gov>; and

(2) a link to the Nebraska.gov website policies page, <http://www.nebraska.gov/policies/>; or a link to the agency's website policies page; or both.

1. Standard

1.1 Header

1.1.1

~~The Brand Graphic shall appear in the upper left of every web page.~~

1.1.2

~~Any method of skipping links will come after the Brand Graphic.~~

1.1.3

~~The Brand Graphic must be saved on the individual web site.~~

1.1.4

~~The Brand Graphic will have an alt tag stating "Official Nebraska Government Website" (see Section 4.3.2).~~

1.1.5

~~No changes may be made to the physical layout of the Brand Graphic without approval of the Nebraska Webmasters Working Group (see Section 4.3)~~

~~1.1.6~~

~~The Brand Graphic may be used as a link to the Nebraska home page, Nebraska.gov (see Section 4.3.2).~~

~~1.2 Footer~~

~~1.2.1~~

~~The bottom of each web page will contain a link to Nebraska.gov, the official State home page~~

~~1.2.2~~

~~The bottom of each web page will contain a link to the State privacy policy, or the agency's privacy policy.~~

~~1.2.3~~

~~The bottom of each web page will contain a link to the State security policy, or the agency's security policy.~~

~~2. Purpose~~

~~2.1 Header~~

~~The purpose of the Brand Graphic is to make it clear that the web page being viewed is an official State of Nebraska web page with an image that cannot legally be used on non-State of Nebraska web pages.~~

~~2.2 Footer~~

~~The purpose of the footer requirements is to ensure that the public can easily view the privacy and security policies and that every web page has them available.~~

~~3. Definitions~~

~~**Brand Graphic:** The Brand Graphic is an image consisting of a filled outline of Nebraska with a star in the lower right hand area, with the words Official Nebraska Government Website, all on a colored background. The Brand Graphic is a fifteen (15) pixel tall image. If the optional drop shadow is used, the Brand Graphic is a twenty (20) pixel tall image.~~

~~**Footer:** The footer is a space at the bottom of a web page, generally of a smaller font than the rest of the page, where legal information and links are usually placed.~~

~~**Web Page:** A document stored on a server, consisting of an HTML file and any related files for scripts and graphics, viewable through a web browser on the World Wide Web. Files linked from~~

~~a Web Page such as Word (.doc), Portable Document Format (.pdf), and Excel (.xls) files are not Web Pages, as they can be viewed without access to a web browser.~~

~~**Web Site:** A set of interconnected Web Pages, usually including a homepage, generally located on the same server, and prepared and maintained as a collection of information by a person, group, or organization.~~

~~4. Responsibility~~

~~4.1 Header Placement~~

~~Each agency is responsible for ensuring the Brand Graphic is placed upon their web site, in compliance with the Standard.~~

~~4.2 Header Availability~~

~~The Nebraska Webmasters Working Group shall maintain a portion of their web site to house a collection of Brand Graphics for use and add to it whenever a modified version is created.~~

~~4.3 Header Changes~~

~~Should an entity wish a color scheme for the Brand Graphic different than is available, that entity will have two options. The first option is to contact the Chair of the Nebraska Webmasters Working Group. The Chair will put an authorized member in contact with the requester. The member will modify the Brand Graphic within certain parameters (see section 4.3.1). The Brand Graphic will then be placed on the Nebraska Webmasters Working Group web site for use. The second option is to obtain the original file from the Nebraska Webmasters Working Group website and make the allowable changes (see Section 4.3.1) using the appropriate software.~~

~~4.3.1 Allowable Changes to the Brand Graphic~~

~~Allowable changes for the Brand Graphic are:~~

- ~~• The color of the text~~
- ~~• The color of the state~~
- ~~• The color of the background~~
- ~~• The color of the star~~
- ~~• The drop shadow is optional~~
- ~~• The length of the graphic. CSS (Cascading Style Sheets), background filler images, or other similar methods may be used to allow the Branding Graphic to visually stretch across the width of the browser. Examples of this are available at Nebraska Webmasters Working Group.~~

- ~~The use of HTML attributes to dynamically decrease the size of the Brand Graphic in relation to the web page across varying resolutions and devices.~~

~~The following changes are not allowed for the Brand Graphic:~~

- ~~The size of the text~~
- ~~The font of the text~~
- ~~The size and position of the state~~
- ~~The size and position of the star~~
- ~~The size and position of the drop shadow (if used)~~

~~Additionally, the colors for the text and the background of the Brand Graphic must be clearly visible/high contrast with clearly legible text.~~

~~4.3.2 Brand Graphic Alt Tag and Link~~

~~The Brand Graphic has the option of being a link to the home page of Nebraska, Nebraska.gov. If this option is taken, the appropriate alt tag will be "Official Nebraska Government Website. Go to Nebraska.gov".~~

~~4.4 Footer Placement~~

~~Each agency is responsible for ensuring the footer elements are placed upon their web site, in compliance with the Standard.~~

~~5. Exemption~~

~~5.1 Standard Exemption~~

~~Any web page that cannot be accessed from outside of an agency web site is exempted. Example: A document specifically called up from a database, that cannot be found through a search engine.~~

~~6. Related Documents~~

- ~~Brand Graphic Options~~
- ~~State Privacy and Security Policies~~

Sec.2. Original section 4-201 is repealed.

Sec.3. This proposal takes effect when approved by the Commission.

Nebraska Information Technology Commission
State Government Council Charter

1. Introduction

The Nebraska Information Resources Cabinet (“IRC”) was created in January 1996 by Executive Order 96-1. The IRC was re-established as the Government Council of the Nebraska Information Technology Commission (hereafter referred to as “Commission”) through Executive Order 97-7 in November 1997. The Commission became a statutory body in Laws 1998, LB 924, and the Commission re-established the State Government Council (hereafter referred to as “Council”).

2. Purpose

The purpose of this charter is to clarify the role of the Council and its relationship with the Commission.

3. Authority

The Nebraska Information Technology Commission shall: “Establish ad hoc technical advisory groups to study and make recommendations on specific topics, including workgroups to establish, coordinate, and prioritize needs for education, local communities, intergovernmental data communications, and state agencies[.]” Neb. Rev. Stat. § 86-516(7).

~~“Information technology means computing and telecommunications systems, their supporting infrastructure, and interconnectivity used to acquire, transport, process, analyze, store, and disseminate information electronically.” Neb. Rev. Stat. § 86-507~~

4. Commission Mission and Responsibilities

4.1 Commission Mission. The mission of the Nebraska Information Technology Commission is to make the State of Nebraska's information technology infrastructure more accessible and responsive to the needs of its citizens, regardless of location, while making investments in government, education, health care and other services more efficient and cost effective.

4.2 Commission Responsibilities. The responsibilities and duties of the Commission are codified at Neb. Rev. Stat. § 86-516.

5. Council Mission and Responsibilities

5.1 Council Mission. To provide direction and oversight for state government information technology vision, goals and policy.

5.2 Council Responsibilities.

- 5.2.1 Establish, coordinate, and prioritize technology needs for state agencies;
- 5.2.2 Review and make recommendations to the Commission on requests for funds from the Government Technology Collaboration Fund;
- 5.2.3 Review and make recommendations to the Commission on agency technology projects requesting funding as part of the state budget process;
- 5.2.4 Assist the Commission in developing, reviewing and updating the statewide technology plan;
- 5.2.5 Recommend planning and project management procedures for state information technology investments;
- 5.2.6 Evaluate and act upon opportunities to more efficiently and effectively deliver government services through the use of information technology;
- 5.2.7 Recommend policies, guidelines, and standards for information technology within state government; and
- 5.2.8 Such other responsibilities as directed by the Commission.

6. Membership

~~6.1 Number of Members. The Council shall have 25 Members.~~

~~6.26.1~~ Members. The Council shall consist of:

~~6.2.16.1.1~~ 6.1.1.1 The agency director, or his or her designee, from the following agencies:

~~6.2.1.1~~ 6.1.1.1 Administrative Services, Department of;

~~6.2.1.2~~ 6.1.1.2 Banking and Finance, Department of;

~~6.2.1.3~~ 6.1.1.3 Correctional Services, Department of;

~~6.2.1.4~~ 6.1.1.4 Crime Commission;

~~6.2.1.5~~ 6.1.1.5 Environmental Quality, Department of;

~~6.2.1.6~~ 6.1.1.6 Governor's Policy Research Office;

~~6.2.1.7~~ 6.1.1.7 Health and Human Services, Department of;

~~6.2.1.8~~ 6.1.1.8 Labor, Department of;

~~6.2.1.9~~ 6.1.1.9 Motor Vehicles, Department of;

~~6.2.1.10~~ 6.1.1.10 Natural Resources, Department of;

~~6.2.1.11~~ 6.1.1.11 Revenue, Department of;

~~6.2.1.12~~ 6.1.1.12 ~~State Patrol, Nebraska; and Roads, Department of~~

~~6.2.1.13~~ 6.1.1.13 ~~Transportation, Department of.~~ State Patrol, Nebraska

~~6.2.26.1.2~~ 6.1.2 ~~Other Members~~ The following individuals, or their respective designee:

~~6.2.2.1~~ 6.1.2.1 Chief Information Officer;

- ~~6.2.2.2~~6.1.2.2 Office of the CIO - IT Administrator, Enterprise Computing Services;
- ~~6.2.2.3~~6.1.2.3 Office of the CIO - IT Administrator, Network Services;
- ~~6.2.2.4~~6.1.2.4 Education, Department of - ~~Administrator~~ ~~Data, Research and Evaluation~~ Director of Network, Education, and Technology;
- ~~6.2.2.5~~6.1.2.5 Secretary of State;
- ~~6.2.2.6~~6.1.2.6 State Budget Administrator;
- ~~6.2.2.7~~6.1.2.7 State Court Administrator;
- ~~6.2.2.8~~6.1.2.8 Workers' Compensation Court Administrator;
- ~~6.2.2.9~~6.1.2.9 One ~~additional~~ representative of ~~Non-Code~~ non-code state agencies, to be appointed by the Commission; and
- ~~6.2.2.10~~6.1.2.10 ~~Two (2)~~ One representatives from the general public with extensive IT experience, to be appointed by the Commission

~~6.2.3~~ ~~Other Members~~ ~~Nonvoting~~

~~6.2.3.1~~ ~~Legislative Fiscal Office, Director~~

~~6.3~~6.2 **Alternates.** Each member of the Council may designate one (1) official voting alternate. This official voting alternate shall be registered with the Office of the Chief Information Officer and, in the absence of the official member, have all the privileges as the official member on items of discussion and voting.

~~6.4~~6.3 **Member Responsibilities; Conflicts of Interest.** A Member with a potential conflict of interest in a matter before the Council or a potential interest in a contract with the Council is subject to the provisions of the Nebraska Political Accountability and Disclosure Act including sections 49-1499.02 and 49-14,102. A Member with a potential conflict of interest or a potential interest in a contract shall contact the Nebraska Accountability and Disclosure Commission and take such action as required by law.

7. Meeting Procedures

7.1 Chair. The Chief Information Officer shall serve as the Chair of the Council.

7.2 Quorum. A quorum consists of at least 50% of the voting membership.

7.3 Voting. Issues shall be decided by a majority vote of the voting members present.

7.4 Non-Member Agencies. Attendance and input by non-member state government agencies is encouraged. The director of a non-member agency may submit to the Council the name of a contact person within his or her agency to receive notification of Council meetings.

7.5 Meeting Frequency. The Council shall meet not less than four times per year.

7.6 Notice of Meetings. Notice of the time and place of each meeting of the Council shall be made at least seven (7) calendar days prior to the meeting. Notice shall be published on the Council's website at <http://www.nitc.ne.gov/>.

Approved by the Nebraska Information Technology Commission on June 29, 1999.
Amendments approved on June 13, 2001; September 16, 2002; February 22, 2007; June 27,
2007; and November 15, 2011.