AGENDA
STATE GOVERNMENT COUNCIL
Executive Building - Lower Level Conference Room
521 S 14th Street
Lincoln, Nebraska
Thursday, August 16, 2018
1:30 p.m.

1:30 p.m.	1.	Roll call; meeting notice; Open Meetings Act information.
	2.	Public comment.
	3.	**Approval of minutes for February 8, 2018.*** *(Attachment 3)*
1:35 p.m.	4.	Technical standards and guidelines.
		a. Section 1-201. Agency information technology plans. *(Attachment 4-a)*
		b. Section 1-202. Project reviews; information technology projects submitted as part of the state biennial budget process. Project review timeline. *(Attachment 4-b)*
		c. **Proposal 18-04, GIS standard for state agencies. Recommendation to the commission.*** *(Attachment 4-c)*
1:45 p.m.	5.	Presentation on change management. Tim Arroyo, Office of the CIO.
2:15 p.m.	6.	CIO update; roadmap update.
2:20 p.m.	7.	Agency reports; other business.
2:30 p.m.	8.	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 May 29, 2018. The agenda was posted to the NITC website on August 13, 2018.

Nebraska Open Meetings Act | State Government Council Meeting Documents

STATE GOVERNMENT COUNCIL
Nebraska State Office Building – Lower Level B
301 Centennial Mall S
Lincoln, Nebraska
Thursday, February 8, 2018, 2:00 p.m.
MINUTES

MEMBERS PRESENT:
Ed Toner, Chief Information Officer
Aaron Anderson, Workers' Compensation Court
Chris Ayotte, Department of Revenue
Lori Henkenius, Department of Education
Steve Rathje, Department of Natural Resources
Chris Hill, Department of Health and Human Services
Jim Ohmberger, OCIO-Enterprise Computing Services
Mike Fabry, Department of Banking
Jennifer Rasmussen, State Court Administrator's Office
Jayne Scofield, OCIO-Network Services
Terri Slone, Department of Labor
Steve Ingracia, Department of Transportation

MEMBERS ABSENT: Dennis Burling, Department of Environmental Quality; Karen Hall, Administrative Services; Dorest Harvey, Private Sector; Colleen Byelick, Secretary of State; Keith Dey, Department of Motor Vehicles; Darrell Fischer, Crime Commission; Gerry Oligmueller, Budget; Robin Spindler, Department of Correctional Services; Pam Kunzman, Nebraska State Patrol; Erin Bottger, Governor's Policy Research Office; and Rod Wagner, Library Commission

ROLL CALL; MEETING NOTICE; OPEN MEETINGS ACT INFORMATION

Mr. Toner called the meeting to order at 2:01 p.m. There were 12 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 December 15, 2017. The agenda was posted to the NITC website on February 5, 2018. A copy on the Nebraska Open Meetings Act was available in the meeting room.

PUBLIC COMMENT

There was no public comment.

APPROVAL OF MINUTES FOR OCTOBER 12, 2017

Mr. Fabry moved to approve the October 12, 2017 minutes as presented. Mr. Rathje seconded. Roll call vote: Slone-Abstained, Henkenius-Yes, Rathje-Abstained, Hill-Yes, Anderson-Yes, Ohmberger-Yes, Fabry-Yes, Scofield-Yes, Ayotte-Yes, Rasmussen-Abstained, Toner-Yes, and Ingracis-Yes. Results: Yes-9, No-0, Abstained-3. Motion carried.

SITE SUPPORT UPDATE, JOE HOMAN

Joe Homan was introduced as the IT Manager for OCIO Site Support. Mr. Homan has 20 years of desktop support experience. Site support was phase 3 of the OCIO consolidation initiative. Site support currently has a team of 80 experienced staff -- primarily from the OCIO, DOT, and DHHS -- located in 8 service centers across the state. The service supports all cabinet agencies, lease customers and county automation by providing hardware support, staff availability and PC/laptop refresh. The state is already seeing efficiencies in travel costs and time needed to fix issues.

Site support goals include:
- Cross training of staff to provide layers of support;

- Implement an enterprise asset management system;
- All agency desktop support request will be routed through site support; and
- Move agencies to a managed desktop environment.

Accomplishments thus far:
- Ninety percent of the staff have CJIS background checks;
- All staff have OCIO ID badges;
- Tracking time in Clarity;
- SharePoint site collection for supporting agencies; and
- Field staff are supporting Labor, Patrol, Arts Council, Brand Committee and more agencies are using our services.

Mr. Homan distributed the OCIO Site Support organizational chart and a map showing support locations.

CIO UPDATE; ROADMAP UPDATE

Mr. Toner provided updates on the following: CIO meetings with agency directors to share information and to discuss any agency IT needs or issues; Centrex phone system replacement and related RFP; OCIO informational sessions on cloud computing and other topics; and, initial phase 4 plans.

AGENCY REPORTS; OTHER BUSINESS

The following agencies provided updates to the council:
- DHHS, Chris Hill;
- Department of Banking, Aaron Anderson;
- Nebraska Interactive, Brent Hoffman; and
- Department of Labor, Terri Slone

Terri Slone will be retiring on March 2. Mr. Toner thanked Ms. Slone for her work.

ADJOURNMENT

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

The meeting was adjourned at 3:02 p.m.

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

1-201. Agency information technology plans.

Neb. Rev. Stat. § 86-524.01 provides:

"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 commission, an information technology plan that includes an accounting of all technology assets, including planned acquisitions and upgrades."

The form posted at the following URL is the approved format for agency information technology plans: https://cioapps.nebraska.gov/ITPlan.

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History: Adopted on June 18, 2008. Amended on July 12, 2010; May 29, 2012; August 14, 2014; July 14, 2016; and July 12, 2018.
URL: http://nitc.nebraska.gov/standards/1-201.pdf

1-202. Project reviews; information technology projects submitted as part of the state biennial budget process.

Neb. Rev. Stat. § 86-516 provides, in pertinent part:

"The commission shall: …. (5) Adopt guidelines regarding project planning and management and administrative and technical review procedures involving state-owned or state-supported technology and infrastructure. Governmental entities, state agencies, and noneducation political subdivisions shall submit all projects which use any combination of general funds, federal funds, or cash funds for information technology purposes to the process established by sections 86-512 to 86-524. The commission may adopt policies that establish the format and minimum requirements for project submissions. The commission may monitor the progress of any such project and may require progress reports; …. (8) By November 15 of each even-numbered year, make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel pursuant to section 86-521. The recommendations submitted to the Legislature shall be submitted electronically; …."

This policy provides the format, minimum requirements, and review procedures for information technology projects submitted as part of the state biennial budget process. The requirements are as follows:

(1) Format. Budget requests for information technology projects that meet the minimum requirements set forth in subsection (2) must include a completed information technology project proposal form. The form provided in the Nebraska Budget Request and Reporting System is the approved format for information technology project proposals.

(2) Minimum Requirements for Project Submissions.

(a) Information technology projects that meet the following criteria are subject to the project review requirements of this section: (i) the estimated total project costs are more than $500,000, or (ii) the estimated total project costs are more than $50,000, and the project will have a significant effect on a core business function or multiple agencies.

(b) Exceptions. The following information technology projects are not subject to the project review requirements of this section and do not require the submission of a project proposal: (i) multi-year projects that have been reviewed as part of a previous budget submission; or (ii) projects utilizing the enterprise content management system identified in section 5-101.

(3) Technical Review Procedures. The technical review of information technology projects submitted pursuant to this section will consist of the following steps:

(a) Individual Technical Reviewers. Each project will be reviewed and scored by three individual technical reviewers using review and scoring criteria approved by the Technical Panel. Qualified reviewers include: members of the Technical Panel, members and alternates of the advisory councils chartered by the commission, and such other individuals as approved by the Technical Panel.

Assignment of Reviewers. Individual technical reviewers will be assigned to projects as follows: (1) staff will assign three reviewers for each project based on the subject matter of the project; (2) staff will notify Technical Panel members by email of the initial assignment of reviewers; (3) members will have 24 hours to object to any of the reviewer assignments, objections to be made by email to the other members noting the specific assignment for which there is an objection and the reason(s) for the objection; (4) if there are objections, reassignments will be made and communicated in the same manner as the initial assignment, or the Technical Panel chairperson may call a special meeting of the Technical Panel to assign reviewers; (5) staff will provide the assigned reviewers with the project review documents; (6) in the event a reviewer is unable to complete an assigned review, a new reviewer will be assigned using the same process as the initial assignment; and (7) if for any reason less than three individual reviews are completed prior to the Technical Panel's review referenced in subsection (3)(d), the Technical Panel may complete the project review without regard to the requirements of this subsection.

(b) Agency Response. The requesting agency will be provided with the reviewer scores and comments. The agency may submit a written response to the reviewer scores and comments. The deadline for submitting a response will be one week prior to the Technical Panel review referenced in subsection (3)(d).

(c) Advisory Council Review. Depending on the subject matter of a project, one or more of the commission's advisory councils may review the project and provide recommendations to the Technical Panel and commission.

(d) Technical Panel Review. The Technical Panel will review each project including the reviewer scores and comments, any agency response, and any recommendations by the advisory councils. The Technical Panel will provide its analysis to the commission.

(e) Commission Review and Recommendations. The commission will review each project including any recommendations from the Technical Panel and advisory councils. The commission will make recommendations on each project for inclusion in its report to the Governor and the Legislature.

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Nebraska Information Technology Commission
2019-2021 Biennial Budget Review Timeline

1	IT project proposals due with biennial budget requests	9/15/2018
2	Project reviewers assigned and notice sent to Technical Panel members	9/19/2018
3	Project review documents sent to reviewers	9/21/2018
4	Completed scoring due from reviewers	10/3/2018
5	Reviewer scores and comments sent to agencies for comment/response	10/5/2018
6	**State Government Council** meeting	10/11/2018
7	**Education Council** meeting	10/17/2018
8	Agency response due (optional)	10/17/2018
9	**Technical Panel** meeting	10/24/2018
10	**NITC** meeting	11/8/2018
11	**Report submitted to Governor and Legislature**	11/15/2018

State of Nebraska
Nebraska Information Technology Commission
Technical Standards and Guidelines

Proposal 18-04

A PROPOSAL relating to GIS; to adopt standards for GIS software and the NebraskaMAP

portal; to amend section 1-101; and to repeal the original section.

Section 1. <u>State agencies shall coordinate all purchases of GIS software and software maintenance through the Office of the CIO. The Office of the CIO will provide guidance to agencies on GIS software that is compatible with the state's enterprise GIS environment.</u>

Sec.2. <u>All agency geospatial data and GIS web applications that are available to the public shall be made accessible through the NebraskaMAP portal.</u>

Sec.3. Section 1-101 is amended by adding the following new subsection, and renumbering the existing subsections accordingly:

<u>"NebraskaMAP portal" means the state government website (https://www.nebraskamap.gov/) dedicated to providing Nebraska related geospatial data and information. The website provides a centralized location to search and locate relevant authoritative geospatial data layers in Nebraska, and to print maps and data tables. The website is hosted and maintained by the Office of the CIO, and agencies contribute authoritative data to the website.</u>

Sec.4. Original section 1-101 is repealed.

Sec.5. This proposal takes effect when approved by the commission.