

**Technical Panel**  
of the  
Nebraska Information Technology Commission  
Tuesday, February 14, 2012, 9:00 a.m.  
Varner Hall - Board Room  
3835 Holdrege St., Lincoln, Nebraska  
**MINUTES**

**MEMBERS PRESENT:**

Walter Weir, CIO, University of Nebraska, Chair  
Brenda Decker, CIO, State of Nebraska  
Christy Horn, University of Nebraska  
Kirk Langer, Lincoln Public Schools  
Michael Winkle, NET

**ROLL CALL, MEETING NOTICE & OPEN MEETINGS ACT INFORMATION**

Mr. Weir called the meeting to order at 9:05 a.m. There were four members present at the time of roll call. A quorum existed to conduct official business. Meeting notice was posted to the NITC website and Nebraska Public Meeting Calendar on December 15, 2011. The agenda was posted to the NITC website on February 7, 2012. A copy of the Open Meetings Act was posted on the South wall of the meeting room.

**PUBLIC COMMENT**

There was no public comment.

**APPROVAL OF DECEMBER 13, 2011 MINUTES\***

**Ms. Decker moved approval of the [December 13, 2011 minutes](#) as presented. Mr. Langer seconded. Roll call vote: Decker-Yes, Horn-Yes, Langer-Yes, and Weir-Yes. Results: Yes-4, No-0, Abstained-0. Motion carried.**

**ENTERPRISE PROJECTS**

**DISCUSSION AND RECOMMENDATION - ENTERPRISE PROJECT DESIGNATION: WORKERS COMPENSATION COURT - E-FILING PROJECT \***

Glenn Morton and Randy Ceclre

Excerpt taken from Project Status Report

Adjudication Re-engineering is a multi-phase project that will span a number of years to incorporate e-filing, electronic docket files, public web access to docket status, e-documents creation and judges e-signing of decisions and orders, and other performance improvement changes.

Project 1a - Release of Liability E-Filing is focusing on the development of one pleading type to complete the full end-to-end set of e-filing functions and limited changes to Clerks Review to process the submitted e-documents in the same manner as performed today with paper.

Project 1b - Semi-automated Docket / RFJA Setup, Electronic Docket File, and possibly Centralized Scanning will follow up immediately after 1a is completed. A rough time frame for completion is first half of calendar year 2013.

Tentatively, Project 2 will focus adding the remainder of the pleading types to e-filing with a rough target completion date end-of-calendar year 2013. Other adjudication functions to be addressed following Project 2 include:

- Scheduling and Calendar management,
- Public access to case status and case documents,
- Judge's Decisions and Orders management,
- Automated notification to other sections of the court of court case changes,
- Electronic transmission of documents to the Court of Appeals,

- Electronic Exhibit management.

There has not been any identification of additional out-of-pocket costs other than the knowledge that electronic storage costs will grow as more e-documents are added to the Electronic Docket Files.

Workers Compensation Court has been preparing to get technology in place to get adjudication and re-engineering for the past 12 years. Attorneys and the courts will be able to file legal documents online and via a web based application. Documents would be stored in a structured data so that they can be accessible at a later date.

Mr. Winkle arrived to the meeting.

There are not many off the shelf products for workers compensation functions. Technical Panel members were given an opportunity to ask questions:

- Has the project addresses security and HIPAA regulations? Workers Compensation is excluded from HIPAA. Security has been built in from the technical standpoint. Documents and any additional data will be encrypted. The application will be hosted on the Office of the CIO VM environment.
- Has the project addressed accessibility? Workers Compensation has been developing their applications for accessibility.
- How many phases are in the project? There are two phases. Phase 1 has two parts: 1a is a pilot and 1b will be internal projects. After that, it will move into Phase 2 focusing on pleading types and functionalities.

Mr. Morton commented on separation of powers as it relates to the WCC. Ms. Decker stated that the NITC's responsibility is to monitor enterprise projects and report to the legislature. It is not to approve or disapprove enterprise projects.

**Mr. Winkle moved to recommend that the [Workers Compensation Court's Adjudication Re-engineering Project](#) be designated as an enterprise project. Ms. Decker seconded. Roll call vote: Decker-Yes, Horn (Not in room at time of vote), Langer-Yes, and Weir-Yes . Results: Yes-4, No-0, Abstained-0. Motion carried.**

#### **FINAL REPORT - OCIO - ENTERPRISE CONTENT MANAGEMENT SYSTEM**

Kevin Keller, Office of the CIO

The ECM software vendor is OnBase by Hyland Software, and the implementation vendor is eDocument Resources. The ECM project currently has nine agencies participating: Health and Human Services, Roads, Labor, Revenue, Worker's Compensation Court, Office of the CIO, Agriculture, Environmental Quality and Natural Resources. Lessons learned included:

- Set proper expectations to Agencies
- Set proper expectations within our organization
- Don't grow too fast

#### **[PROJECT STATUS DASHBOARD](#)**

Skip Philson, Office of the CIO

The Nebraska State Patrol is voluntarily reporting on the Law Enforcement Message Switch project. The ECM project is completed.

#### **DISCUSSION: ESUCC STRUCTURES AND PLANS**

Matt Blomstedt, Executive Director ESUCC

The Educational Service Unit Coordinating Council was created July 1, 2008. The purpose and goal of the ESUCC is to coordinate Distance Education in Nebraska, as well as coordinate statewide digital education projects. ESUCC is currently involved in several projects – Distance Education, My eLearning, and Instructional Materials. He would like the ESUCC to bring these three projects together into one

initiative. Discussions regarding virtual schools have been challenging due to the different entities interested in the concept. They are very committed to the initiative. As part of the whole picture, the ESUCC has coordinated their instructional materials. A more detailed plan will be presented to the ESU Administrators as well as the NITC Education Council. The Nebraska Department of Education is also involved. As the project moves forward, it was suggested that the ESUCC utilize the NITC's Project Proposal Form to provide information. Mr. Blomsted was acknowledged for his work in serving as a conduit between the different groups and educational entities together to work towards accomplishing the initiative.

## **STANDARDS AND GUIDELINES - SET FOR 30-DAY COMMENT PERIOD\***

### **NITC 5-101: ENTERPRISE CONTENT MANAGEMENT SYSTEM FOR STATE AGENCIES (NEW)**

Purpose: The purpose of this standard is to provide, to the extent possible, a single technical solution for State agencies:

- Capturing all types of content and storing content electronically;
- Converting and minimizing the number of paper documents the State maintains;
- Facilitate searching and retrieval of electronic documents;
- Retain and dispose of electronic documents based on established document retention policies;
- Improve efficiency and accuracy of exchanging information; and
- Unify document management in a single system to take advantage of economies of scale.

Mr. Keller stated that the standard was brought to the State Government Council for review and discussion.

**Mr. Langer moved to post the [NITC 5-101: Enterprise Content Management System for State Agencies](#) standard for the 30-day comment period. Ms. Horn seconded. Roll call vote: Weir-Yes, Winkle-Yes, Decker-Yes, Horn-Yes, and Langer-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.**

### **NITC 7-301: WIRELESS LOCAL AREA NETWORK STANDARD (REVISED)**

Purpose: The purpose of this standard is to ensure that only properly secured and managed WLANs are deployed by agencies. Jim Sheets, Office of the CIO, was present to answer questions. He stated that the last revision to the standard was done in 2006. Changes were made to the security portion and the new WPA2 standard for encryption was included.

**Mr. Winkle moved to post the revised [NITC 7-301: Wireless Local Area Network Standard](#) for the 30-day comment period. Mr. Langer seconded. Roll call vote: Weir-Yes, Winkle-Yes, Langer-Yes, Horn-Yes, and Decker-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.**

Mr. Winkle acknowledged Mr. Sheets for his work in assisting NET with switching from satellite to circuit transmission. The project was completed with the existing budget and will save millions of dollars.

## **STANDARDS AND GUIDELINES - APPROVAL OF REVISED ATTACHMENTS**

### **NITC 1-204: IT PROCUREMENT REVIEW POLICY - ATTACHMENT A\***

**Ms. Decker moved to approve the revised [Attachment A to NITC 1-204](#). Mr. Winkle seconded. Roll call vote: Decker-Yes, Horn-Yes, Langer-Yes, Weir-Yes, and Winkle-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.**

Mr. Langer stated that Technical Panel may want to consider a standard for data carrying items such as flash drives.

### **NITC 5-204: LINKING A PERSONAL PORTABLE COMPUTING DEVICE TO THE STATE EMAIL SYSTEM - ATTACHMENTS A AND B\***

Brad Weakly, Office of the CIO

Mr. Weakly discussed the changes to the documents. No substantive changes are made to the attachments. It was suggested to spell out PHI and FIT.

**Mr. Winkle moved to approve the revised [Attachments A](#) and [B](#) to NITC 5-204. Mr. Langer seconded. Roll call vote: Decker-Yes, Horn-Yes, Langer-Yes, Weir-Yes, and Winkle-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.**

#### **STANDARDS AND GUIDELINES - REQUEST FOR WAIVER\***

Kronos Steering Committee (NDCS/HHSS/OCIO) - Request for Waiver from requirements of NITC 8-301

A similar request for waiver was brought to the Technical Panel last year. The Panel determined that a waiver was not necessary because the password standard did not require that a system ensure compliance. Since then, an audit review questioned compliance with the state's password standard.

**Mr. Langer moved to approve the [Kronos Steering Committee Request for Waiver](#) from the password requirements contained in NITC 8-301 conditioned upon continued enforcement of the minimum password requirements specified in the "preferred solution" section of the request. Ms. Horn seconded. Roll call vote: Langer-Yes, Horn-Yes, Decker-Yes, Winkle-Yes, and Weir-Yes. Results: Yes-5, No-0, Abstained-0. Motion carried.**

#### **REGULAR INFORMATIONAL ITEMS AND WORK GROUP UPDATES (as needed)**

Accessibility of Information Technology Work Group - Christy Horn. The Federal government has not released any information. The Work Group can do an update with understanding there will be more based on federal information. Members discussed accessibility requirements for video content.

Learning Management System Standards Work Group - Kirk Langer. No report.

Security Architecture Work Group - Brad Weakly. As requested at the November meeting, a report was done on the Department of Agriculture's request for waiver. The report is on file with the OCIO. Work groups were formed to address and develop a public lock out policy standard (address pin based authentication); external hosting standard; and updating of data classifications. The External Hosting standard may be on the agenda next month for the Technical Panel review. The Work Group would like to see an attachment to the External Hosting standard that would be a check-off list that state agencies would complete. In February, the PCI submissions were completed for the quarter utilizing Qualys. They will be doing monthly scans for all state agencies. Work has already started for preparation of the 2012 IRS audit. Tomorrow, Mr. Weakly will be doing a walk-through of the University of Nebraska Medical Center's data center. The Office of the CIO is working on X.509 certificate management services, especially in regards to mobile devices.

Intergovernmental Data Communications Work Group - Tim Cao. No report.

#### **OTHER BUSINESS**

There was no other business.

#### **ADJOURNMENT**

**Mr. Decker moved to adjourn. Mr. Langer seconded. All were in favor. Motion carried by unanimous voice vote.**

The meeting was adjourned at 10:49 a.m.

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