



## ICTS ADVISORY COMMITTEE MINUTES

10.30.23 | 2:30pm

Member	Term Ends	Member	Term Ends
Melvyn Houser, Chair	7/1/24	Bill Horning	7/1/25
Barry Anderson	7/1/25	Melissa Loehr	7/1/25
Ryan Eaton	7/1/26	Sue Duhn	7/1/26
Dewey Hildebrandt	7/1/24	Chopper Albert	7/1/24
Sarah Berndt	7/1/24	Bill Peterson	

### In attendance:

Melvin Houser, Barry Anderson, Ryan Eaton, Dewey Hildebrandt, Bill Horning, Sue Duhn, Chopper Albert, Melissa Loehr

### ISAC Staff:

Ashley Clark, Dylan Young, Brad Holton, Bill Peterson, Andrew De Hann, Joel Rohne, Brandi Kanselaar

### Absent:

Sarah Berndt

Meeting called to order at 2:32 pm.

### Approval of Minutes

The committee reviewed the ICTS Advisory meeting minutes from 6/19/23.

**MOTION:** Approve ICTS Advisory meeting minutes from 6/19/23. Motion by Hildebrandt. Seconded by Anderson. Motion passed.

### Review of Minutes

The minutes were reviewed from the following committees:

1. CSN Operations Sub-Committee from 7/11/23 and 10/10/23.
2. TSB Sub-committee from 9/7/23.

No action was needed on these committee minutes.

### Committee Appointments

The committee reviewed appointment changes made to ICTS Advisory, CSN Operations, and to TSB committees.

**MOTION:** Approve CSN Operations and TSB Sub-committee appointment changes. Motion by Albert. Seconded by Anderson. Motion passed.

Via Zoom Meeting

## **CSN Update**

### **Expert User Support Hours**

Kanselaar presented the Expert User support hours chart. There are 28 expert users across the state that are the first line support for CSN.

FY23 Total Hours: 172.08

FY24 Total Hours thus far: 43.90

Without Expert Users, ICTS would have to find a way to build these hours into their support time, so ICTS appreciates having CSN Expert Users. All regions are covered by an expert user either in their region, or by Kanselaar if they have no expert user. Kanselaar covers Polk County and the Southern Hills Region, however, Polk County will have an expert user shortly if the user passes the final exam. Since Southern Hills only has two full-time employees, it's doubtful they will ever have an expert user, but their support time is minimal.

### **Judicial Advocate HHS Directive**

HHS requires advocates to turn in an annual report showing the committals they worked on for that fiscal year. Advocates had two options to submit the report. They either used CSN and CSN would automatically submit the report on their behalf, or they were to use an excel template and email it securely to HHS by December 1st.

HHS sent an email to all Judicial Advocates on 10/23/23 stating that starting FY23, HHS will no longer offer the excel template and all advocates are to use CSN for better standardization and data integrity.

## **ICTS Financial Review**

### **FY2023 Audit Review**

Holtan presented the audit review. Very healthy cash balance. There was more received in interest than budgeted. Budget for audit – financial/SOC audit. A SOC audit was not completed in FY23 but will be on the FY24 and FY25 budgets.

### **FY2024 Financial Review**

ICTS dues for FY24 have decreased by \$20,000 due to the two regions merging. Each region is charged a base of \$20,000, and there is one less region in Iowa. Net income through September 30, 2023 is \$768,7863.73.

### **FY2025 Budget**

For FY24 revenue, the interest will increase to \$125,000. Software/hardware will be increased as it includes the LOCUS contract of \$30,000 for the MHDS regions. There are some changes being made for the data center to increase capacity and support. For the CSN audit, ICTS will take steps in FY24 to be ready for the actual audit in FY25. ICTS has discussed hiring a CSN Program Manager but is unsure of the final decision. This position was added to the budget for now. The main software components have been depreciated, so this number will continue to decrease. Staff travel/training did increase. ICTS did move \$1 million into future enhancements designated board fund. That money will be stored there until the Board decides to use it.

**MOTION: Approve FY2025 ICTS Budget. Motion by Albert. Seconded by Hildebrant. Motion passed.**

### ***TSB Update***

Rohne presented potential funding opportunities. ISAC is still in negotiation with the Department of Management about the appropriation approved by legislature to be given to ISAC to assist cities and counties with information technology. A proposal was offered to ISAC for \$150,000 for TSB to talk to counties, cities, and schools about multi-factor authentication (MFA). Convincing organizations to practice MFA is a bigger task than was said in the proposal, so \$150,000 feels like a low number. Rohne will go back and try to increase the importance of the project and see if more money can be asked for.

Peterson expressed frustration that it appears the Director of the Department of Management can decide not to give out the appropriation and go against what was approved in the legislature. To give half of the appropriation to do something not in the TSB plan makes little sense. ISAC has been communicating with legislators, but it feels there is very little recourse at this time. A suggestion was made to bring to the Director's attention how ISAC/ICTS has saved time and money for HHS. ISAC will keep working on this and is committed to continue to fund TSB by whatever means possible.

Rohne updated the group on doing their IT assessments. Usually, about up to five is the average being done per year. However, TSB is on track to do nine this year, which is a great number for our organization. There is a definite need for technology among counties. Some counties are asking for second assessments as well to see their progress.

### ***League of Cities Discussion***

Rhone reported League of Cities are asking for IT assessments. In January, TSB will talk to them and see how to provide help. De Hann also had the idea to help cities as well. For example, TSB will provide cities with a ".gov" email address and set up a secure email system for those who want to sign up with the project. The state has taken notice of this as well. TSB still needs to work out what is charged for the project and how to administratively manage it. However, the first city has already volunteered. Elk Horn, Iowa will be the guinea pig for this project.

### ***Other Initiatives***

Another initiative in the works is the ICIN project, created by Tony Kava, Pottawattamie IT. The project kicked off last month and Kava is providing some information services. ICIN is a communication feed for IT professionals, Board of Supervisors, and county officials. The goal is to provide real time cyber information to counties when it is happening. It is still in the infancy stage but will be great for communication going forward. It is pushed out to users via email. Users can enter their interests by keywords, which help officials focus on what they want to see. This is a unique program, and it is not believed any other states have a tool like this.

The federal and state governments have good programs for information technology, but TSB can be the boots on the ground helping cities and counties get these programs up and going.

As for schools, TSB could offer a template and let the Department of Education use it to help make schools more secure. The AEA would be a valuable resource as well.

### ***TSB Financial Review***

#### ***FY2023 Audit Review***

Holtan presented the TSB audit review. There is \$1,700 remaining until more funding can be found. Approximately \$190,000 was given to TSB as a grant.

#### ***FY2024 Financial Review***

ISAC continues to look for revenue.

#### ***FY2025 Budget***

ISAC will still work on getting the state appropriation but realistically budgeted \$150,000. TSB will still be \$160,000 short even if they do get \$150,000. The operating fund balance is a negative, but it was mentioned ISAC will most likely grant money to TSB for FY25.

#### **MOTION: Approve FY2025 TSB Budget. Motion by Hildebrandt. Seconded by Albert Motion passed.**

Discussion: Has TSB considered charging a dues structure for funding? ISAC has considered this, but nothing has been assessed on what that cost would be. There is a cost being charged for the assessments. TSB could also be a fee-for-service platform. The cost would still be below what an outside company would charge. ISAC is still discussing options.

### ***Open Discussion items***

Hildebrandt was concerned it took a lot of emails to get this committee meeting scheduled. He would recommend these meetings are set up on specific dates as it makes it easier and could potentially enhance participation. Houser will work with Clark to set meeting dates for April and October and notify everyone when the meetings will take place.

Next meeting is April 22<sup>nd</sup>, 2024, at 2:30pm.

Meeting adjourned at 3:33 pm.