



Minutes

Technology Committee Teleconference Meeting Thursday, July 12, 2007

I. Welcome and Introductions

Tim Blevins, Committee Chair, called the meeting to order at 2:00 p.m. Eastern Time. The following members participated in the call:

| Name | State |
|-----------------|--------------|
| Tim Blevins | Kansas |
| Steve Wilson | Idaho |
| Gordon Smead | Tennessee |
| Jesse Jordan | Kentucky |
| Harold Jennings | MTC |
| Allison Kelly | MTC |
| Chris Lane | MTC |
| Greg Matson | MTC |

II. Public Comment Period

There were no comments from members of the public.

III. Approval of Minutes

Upon a motion duly made and seconded, the minutes of the March 21, 2007, meeting in San Diego, were approved.

IV. Commission Network and Data Backup

Mr. Lane described the current situation with respect to the Commission's network and data backup capabilities. The tape library that has been in place is non-operational due to various reasons. Backups have to be performed manually. Older tape drives are in use in the three Commission offices (Washington, D.C.; Chicago; and New

York); he tested a full backup of the D.C. file server but could not restore it. He believes the difficulties are caused by either the media itself or the older tape drives, or both. He proposes a disc to disc to tape solution, and circulated a plan to set this up. He noted that Windows Server 2003 will allow replication of changes from office to office and store changes back in D.C. office. This will allow backups during the day and not affect anyone on network since it will be stored to an external tape drive.

Mr. Lane said that he has worked with Cybernetics as the potential vendor; the cost is estimated to be \$8300 for hardware and help with installation. We need to have testing processes to ensure all things are working properly. The Chair noted that backup and recovery is implicated in the broader security plan, and that the entire security plan process should be reviewed.

Mr. Wilson asked if encryption would be used on the backup tapes. Mr. Lane said that this was an option but that it was more expensive. Mr. Wilson pointed out that his department has experience with software encryption and it lengthened their encryption time, as opposed to hardware encryption.

Mr. Jordan suggested regular testing after implementation. The Chair agreed, adding that planned and unplanned tests should be performed periodically. Actual use of backup and recovery capability, if it was ever needed, would count for testing.

Mr. Jennings asked how this would work in relation to the remote audit staff as far as backing up their information on their laptops. Mr. Lane said that information they backup to the network in any office would then be sent back to server on D.C. The Chair pointed out that there needs to be clear policy and procedure in place for auditors to ensure that security procedures are being followed.

The Chair suggested that Mr. Lane prepare a task outline for the installation project. Mr. Wilson suggested purchasing consulting time from the vendor to walk through initial set up and early adjustments.

The Chair asked when Mr. Lane expects to have the proposed system in place. Mr. Lane said he would like to get it in place within the 2 months.

V. Voluntary Disclosure Program Database Migration Project

Mr. Matson discussed the concerns over the stability and supportability of the current Voluntary Disclosure Program (VDP) database and application. He has discussed recreating the database and user interface with two vendors, and has provided them with a dummy version of the existing software. Both vendors have discussed this with him, and he is expecting to get a proposal from both. He added that one of the vendors met via teleconference with the VDP staff. The Chair noted that this is an important project but should be a relatively small and quick one. He added that whatever is done needs to be

capable of being integrated into whatever we do in the future within the secure communications environment.

VI. Secure Communications Plan Project Update

Rachel Foster of e.Magination circulated an updated version of the requirements document for the committee to consider and have feedback for the upcoming meeting. Two of the three options available are included; the remaining option will be made available soon. This project (the plan) looks nearly finished, pending committee review and satisfaction.

Mr. Wilson noted the two options outlined in the plan: secure FTP or secure portal; he cautioned that we should look ahead to the audit management system when assessing these options and be sure the two can work together.

The Chair asked everyone to review the requirements document and be prepared to have a detailed discussion for the meeting in Minnesota on July 30.

VII. Website Project Update

Mr. Matson provided an update on the website. He noted that owing to internal staff issues at e.Magination, online registration is not yet operational. They terminated one developer and reassigned another worker; Ms. Foster is working with Ms. Kelly and Antonio Soto to rework the registration forms and process.

The state contact lookup feature also needs additional attention; Mr. Lane and Mr. Matson will follow up with Ms. Foster regarding complete integration of the StateNet data with the site.

Ms. Kelly reported that the website statistics are consistent; monthly visitors have gone up about 20% since February. She will provide an analytics report for the committee's meeting in Minnesota on July 30.

VIII. Agenda for July 30th Meeting in Minneapolis, MN

Mr. Jennings previewed a new computer statistical sampling program that he will introduce during the committee's meeting in Minnesota on July 30. He and Robert Shauer, one of the Commission's computer audit specialists, will provide a demonstration of the software lasting about an hour.

The Chair walked through agenda for next meeting. He noted that the meeting is scheduled for 9:00 a.m. to 2:30 p.m., including a morning break and a lunch break. He suggested reserving the 90 minutes following lunch for the committee's discussion on

secure communications plan and framework for the Commission's security policies, so that the software demonstration and other committee business would be handled during the morning portion of the meeting.

IX. Other

There was no other business.

X. Adjournment

The committee adjourned at 3:07 p.m. The next Technology Committee meeting will be on July 30, 2007, at 9:00 a.m. Central Time in Minneapolis, Minnesota.