



MINUTES

Technology Committee Teleconference Meeting Tuesday, August 29, 2006

I. Welcome and Introductions

Tim Blevins (Kansas), Committee Chair, called the meeting to order at 2:15 p.m. (EDT). The following members participated in the call:

NAME	STATE/ORGANIZATION
Steve Wilson	Idaho
Joe Randall	Idaho
Tim Blevins	Kansas
Jesse Jordan	Kentucky
Kathryn Krause	Michigan
Margaret Kauska	Montana
Greg Matson	Multistate Tax Commission
Antonio Soto	Multistate Tax Commission
Rachel Foster	e.magination network, LLC

Mr. Blevins thanked Ms. Foster and e.magination for providing the teleconference capability for the call, given the technical difficulties with the regular system in use by the MTC.

II. Public Comment Period

No member of the public was present.

III. Approval of Minutes

The draft of minutes for the August 13, 2006, Technology Committee Meeting in Topeka, Kansas, was corrected by Jesse Jordan (KY).

After a motion duly made and seconded, the minutes of the August 13, 2006, Technology Committee Meeting in Topeka, Kansas were approved as corrected.

IV. Secure Communications Assessment Project update

Ms. Foster provided an update on the Secure Communications project. She noted that e-magination is collaborating with technical security experts in preparation for the next phase of the project, setting up the Hi-Level Systems Architecture.

The Secure Communications project schedule was adjusted to provide an additional week before a meeting with MTC staff to close out the Regulations Discussion. The consensus of the committee, staff, and e.magination is that the project should adhere to Department of Treasury IRS Publication 1075.

Policies to be developed and refined relating to IT security will be incorporated into the Project.

There were no additional comments or questions.

V. Discussion of drafts presented by the States of Ohio and Kansas, regarding policy language in User ID, Password, and Log In

Mr. Wilson provided an overview of the draft on MTC Password Policy document that had been circulated (a copy of which is attached to the minutes). Mr. Wilson highlighted the importance of password construction and protection.

Mr. Blevins provided an overview of the Access Control Policy and Logical Access Control drafts. In discussing physical security, Mr. Matson mentioned the MTC's network hardware is in a locked room without a raised floor, with a digital lock on the door.

Ms. Foster said that procedures contained in the drafts will be incorporated into Control Procedures section to be presented to MTC Technical staff for its edit and review; then the document will be sent to Technology Committee for review. E.magination will present some of their own procedures to be adapted for use by MTC.

Ms. Kauska volunteered to write drafts on Acceptable Use Policy and Confidentiality Policy.

Ms. Foster will provide drafts on Maintenance Policy and Configuration Management Policy.

VI. Website Redesign Project Plan Update

Ms. Foster provided an update on the Website Redesign project. She reported that e.magination is doing an Ektron software update. The new version will have the requisite advanced searching feature. They are also updating several pages of the MTC redesign website including map and meetings. The project plan will be updated to reflect necessary adjustments to the schedule.

Mr. Matson intends all MTC staff to be trained at least in the basic use of the CMS for the MTC website. He requested e.magination to generate two documents: Administration Manual and User Guide. He also announced that the search for a Website Content Manager is underway.

Mr. Blevins said that Kansas Department of Revenue could provide some assistance for the 508 Compliance Testing. He also noted that he and other committee members could get more people involved in user acceptance testing if needed.

VII. Other items relevant to the work of the Technology Committee

Next Teleconference Technology Committee Meeting will be on Thursday, September 14, 2006 at 2:00 p.m. EST

VIII. Adjournment.

The committee adjourned at 3:29 p.m. (EST).