



MINUTES

Technology Committee Teleconference Meeting Thursday, December 14, 2006

I. Welcome and Introductions

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

NAME	STATE/ORGANIZATION
Joe Randall	Idaho
Steve Wilson	Idaho
Tim Blevins	Kansas
Kathy Krause	Michigan
Debbie Peterson	Texas
Allison Kelly	Multistate Tax Commission
Greg Matson	Multistate Tax Commission
Antonio Soto	Multistate Tax Commission
Rachel Foster	e.magination

II. Public Comment Period

No member of the public was present.

III. Approval of Minutes

After a motion duly made and seconded, the minutes of the November 14, 2006, teleconference were approved.

IV. Secure Communications Assessment Project update including work on draft policies

Ms. Foster described the Secure Communication Assessment and Plan document that e.magination prepared to the Technology Committee.

Mr. Blevins suggested that some words were changed in sections 1 and 3 of the document including public taxpayer identification information, social security number and Federal Tax Identification Number (FEIN).

Additional security requirements should be in place when tax payer identification information is being transferred.

Next step in item 5 of the mentioned document concerning the current MTC security policy and infrastructure to support Secure Communications, will be a meeting between MTC and e.magination. Time and place to be define.

In items 6 & 7, regarding on how to meet security challenges, e.magination team is proposing three options to be included in the Secure Communications Plan:

- a) Minimum security level, to be applied for single communication point to point
- b) Medium Security level, to be applied in a secure portal applications
- c) Highest Security level, to be applied for viewing and/or submitting documents, and new options

e.magination will provide a report and discuss with it with MTC staff describing each option, showing the pros and cons of each one.

e. magination will recommend software and hardware solutions to be implemented as foundation components for the initial implementation phase of the Secure Communication Plan

The Policy and Process List document was reviewed to find out what items we have drafts and which ones we don't.

There are no drafts on the following Policy and Process List:

- Awareness & Training Policy
- Incident Response and Reporting Policy
- Secure Assessments Procedures (previously called Audit Procedures)

Awareness & Training Policy was assigned, and Secure Assessments Procedures was placed under Security Assessment Policy

It was mentioned that MTC need to have a formal policies document that should be translated in security at some cost.

Once this document is approved MTC is looking on how, when and where these policies will be implemented.

MTC and e.magination will have a meeting to review the policies document.

V. Website Redesign Project Plan Update

Mr. Matson reported that Ms. Allison Kelly, the new MTC Web Content Manager has been doing a great job populating some area of the website.

Mr. Matson mentioned that Ms. Kelly will have website access at server level.

It was commented that registration procedure has been modified, so States staff approved will not received a registration/confirmation e-mail; just non-state people will received rejection/information e-mail.

MTC staff will have an additional training in Ektron, on how populate different sections of the website, on December 20, 2006. These people will help Ms. Kelly in the day by day updating of the website.

MTC will be more active when we start receiving feedback from the State members.

MTC should have access soon to web traffic and statistics.

e.magination is working to transfer Statenet data into the MTC website.

Training and Events registration issues have been resolved and are in place.

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

There were four items proposed for next Technology Committee teleconference:

1. Recap on Secure Communication Plan
2. Integration of the MTC Policies document
3. Recap on website, reviewing the traffic
4. Issues on the San Diego Technology Committee Meeting.

VII. Adjournment.

The committee adjourned at 2:58 p.m. (EST).

The next Technology Committee teleconference will be on Thursday, February 1, 2007, at 2:00 p.m. EST.