

**Commonwealth Information Security Council Meeting**  
**August 18, 2008**  
**12:00 -2:00 p.m.**  
**Commonwealth Enterprise Solutions Center**  
**DRAFT Summary**

**COV IS Council members attending:**

<b>Marie Greenberg (SCC)</b>	<b>David Hines (SCV)</b>
<b>Robert Jenkins (DJJ)</b>	<b>John Karabaic (DMAS, teleconference)</b>
<b>Shirley Payne (UVA, teleconference)</b>	<b>John Willinger (DMHMRSAS)</b>
<b>Peggy Ward (VITA ex-officio)</b>	<b>Cathie Brown (VITA ex-officio)</b>

**COV IS Council members absent:**

<b>Steve Werby (VCU)</b>	<b>Mike Garner (Tax)</b>
<b>Michael McDaniel (VRS)</b>	<b>Goran Gustavsson (APA)</b>
<b>Aaron Mathes (OAG)</b>	

**Also attending: Maria Batiste (DMV), John Kissel (VITA), Andrea DiFabio (Norfolk State University).**

**Collaboration Portal Status – John Kissel, VITA**

John Kissel provided a background on the Collaboration Portal to bring everyone up-to-date. He reported that there have been issues with the VAR and how people from the outside will access the portal through their network. A SharePoint site with VPN access and two factor authentication is part of the solution. Peggy pointed out that this may be costly and that another partner already offers this service. John also noted that the RFS process is being dramatically revamped and that fewer requests will need to go through that process. **John plans to have a proposal by August 29<sup>th</sup>, and a demonstration prepared for the September IS Council meeting. Peggy will ask Michael for the final requirements document for the Collaboration Portal and share those with the Council.**

**Customer Council Deep Dives – Peggy Ward, VITA**

All VITA Customer Councils will take part in deep dive sessions on Wednesday, August 20<sup>th</sup> and Thursday, August 21<sup>st</sup>. Customer Councils will review the sections of the surveys that pertain to their Council's mission. The Commonwealth Information Security Council session is scheduled for Thursday, 8/21 from 10:30 – 12. **John Willinger, Rob Jenkins, John Karabiatic, Marie Greenberg and David Hines and Maria Batiste will all be in attendance, either in person or via teleconference.**

**Assurance Letters – Cathie Brown, VITA**

The Security Team is preparing to distribute the Assurance letters. The Assurance process is to help assist customer agencies with their responsibilities for security of their agency's systems and information. Cathie reviewed the data points, the IT Security Domains, and the measurements for quantifying vulnerabilities. The Assurance letters will assess where the highest frequency of vulnerabilities are for an agency, but these are not rated according to risk. John Willinger noted that the self-assessment was not completed for all 17 DMHMRSAS locations. Peggy stated this should be a holistic review. **Cathie will check with NG to determine how they are proceeding with the assessments for Agency's with multiple locations.**

## **Information Security Awareness Month – Peggy Ward, VITA**

The Governor has signed the proclamation for October as Information Security Awareness month, which will be more holistic approach and not strictly focus on technology. Judy Napier was a big help coordinating these efforts with the Governor's office. John Willinger suggested the <http://onguardonline.gov/index.html> web site, which has a plethora of videos, games and information that could be useful resources for Information Security Awareness Month. Peggy has received the information for the Security Awareness Toolkit from MS-ISAC and will be available through VITA's web site. Peggy also reported the Security team is finalizing a video. Two actors have been hired for the videos and they will also take part in the October ISOAG meeting.

## **Exception Process - Cathie Brown, VITA**

Cathie reviewed the information sheet on the Exception Process. The exception process is reviewed at IS Orientation, including how and when to do an exception, but agency's are still having issues with the process. **The Council suggested adding to the FAQ's which exception requests are for Commonwealth Security and which exception requests should be directed to NG Operational Security. Peggy also noted a general FAQ's by topic area will be added to the Commonwealth Security website, and asked Council members to please send any suggestions they have.** John Willinger asked if local administrative rights could be added as an exception that can be approved by the Agency Head. **Peggy stated that the Council and IS Community are most welcome to provide Commonwealth Security with the areas that they would like to see for Agency HEAD Approval.**

## **Booz, Allen, Hamilton Customer Council Study Results – Peggy Ward, VITA**

Peggy reported on the suggestions from the study of the Customer Councils performed by Booz, Allen, Hamilton. The suggestions included: moving Committee reports to the beginning of the meeting, assigning specific start and end times to agenda items, identifying the type of agenda item (decision, brainstorming, etc.), creating a general laundry list of topics to cover for the year, checking with telephone participants first and being sure to identify who is in the room for those on the line, having a webinar for those teleconferencing, and creating an annual report for the Council. **The Council decided to work on preparing meeting agendas one week in advance to allow others interested in topics to attend meetings, specifying which agenda items require a decision by the Council, and revisiting a general list of topics and deliverables at the next meeting to be included in an annual report.** Andrea suggested looking into the web tool Dim Dim as a free webinar tool for information that is not sensitive. **Peggy will have the team look into this.**

The Council discussed the possibility of another survey of ISO's to get their opinion on what they think the Council should be working on. The Council also discussed working with Judy Napier to create a section for the transition book devoted to Information Security that will be created for the change in governor. **Peggy will talk to Judy Napier about this and find out how VITA is preparing for the transition.**

The Council discussed ways in which security awareness issues could be brought to the executive community. Peggy noted the Leadership Communique as a resource, as well as data points that she worked on with Judy to create for each Secretariat. CMI will have a spring course on Information Security and VEI plans to add a course also. **Peggy will send Shirley the script being used for the Security videos being made.** Executives that have attended the Information Security training have responded positively to the information session, but not many have attended. These training sessions can also be done at agency locations, as requested by the agency. **Peggy suggested perhaps targeting an Information Security orientation for executives and putting the date in the Leadership Communique.**

### **Encryption Committee Report- David Hines, SCV**

The Encryption Committee is not meeting today and will try to schedule a meeting between now and the September IS Council meeting. David has started to review the survey results related to encryption from the December survey sent out by the Council to determine what agencies want and expect, and how the committee can help with their needs.

### **Identity and Access Management Committee Report- Marie Greenberg, SCC, John Willinger, DMHMRSAS**

The committee met 2 weeks ago at DMV to define the identity requirements for shared data. Chris Nicholl created a proposal on federation and synchronization. **Peggy will forward the Marie, John, Mike, and David information on the meeting scheduled to discuss e-notary issues, and will provide David with the background information on this topic. Marie will send David the information she has on e-signature.**

### **Small Agency Outreach Committee Report – Rob Jenkins, DJJ**

The committee will re-evaluate its mission to determine where its services can be best used. **Rob will speak with Leonard Nottingham regarding his inquiry about building an information security program for VEAP.**

### **Making Security an Executive Management Priority Committee Report - Shirley Payne, UVA, John Karabaic, DMAS**

**John and Shirley would like suggestions from the Council on topics for articles for the Leadership Communique for October and Information Security Awareness Month. Shirley will remind the Council what topics were covered last year.**

### **NASCIO Awards – Peggy Ward, VITA**

Peggy informed the Council that the Commonwealth of Virginia was selected as a finalist for three awards from NASCIO: Commonwealth Security, the Commonwealth Knowledge Center and the Commonwealth Information Technology Partnership. The conference and awards will take place in Milwaukee in mid-September. **She invited the Council to be part of the Security team photograph scheduled for next Tuesday, August 26<sup>th</sup> at 4PM.**