

**Commonwealth Information Security Council
Small Agency Outreach Meeting
April 11, 2008
2:00
CESC**

Small Agency Committee members attending:

**Rob Jenkins, DJJ, Aaron Mathes, OAG, Bob Auton, DJJ, Jack Spooner, DOA
Ron Necessary, DOA and Ross McDonald, DSS**

Small Agency Committee members absent: Goran Gustavsson, APA,

Also Attending: Ken Magee, APA

New DOA positions helping small agencies comply with security policy and standards:

DOA provided verbal vision for the positions and verbal job descriptions and requirements which the committee discussed and agreed with DOA's approach. DOA also reported that it had not settled and obtained an approved job description, but that it would like to hire qualified applicants by end of June 2008. Rob Jenkins will represent the committee and assist DOA by reviewing and interviewing applicants.

Rob Jenkins has/will provide a committee vetted list of small agencies which will be reviewed by DOA. The committee discussed putting together a target list of small agencies that should be the first contacted by DOA for assistance with compliance. The committee will assist DOA representative in targeting small agencies by prioritizing based on risk. The committee also began discussing risk criteria for prioritizing support of small agencies and will start with by identifying agencies that may have sensitive and confidential data and credit card processing (PCI) practices.