

**Commonwealth Information Security Council Meeting**  
**March 16, 2009**  
**12:00 -2:00 p.m.**  
**Commonwealth Enterprise Solutions Center**  
**Summary**

**COV IS Council members attending:**

**Sandra Graham (Chesterfield County)**  
**Goran Gustavsson (APA)**  
**Robert Jenkins (DJJ) \***  
**Shirley Payne (UVA) \***  
**Steve Werby (VCU)**  
**Peggy Ward (VITA ex-officio)**

**Marie Greenberg (SCC)**  
**David Hines (SCV)**  
**Michael McDaniel (VRS)**  
**Todd Richardson (DMME) \***  
**John Willinger (DMHMRSAS)**  
**John Green (VITA ex-officio)**

**\* attending via teleconference:**

**COV IS Council members absent: Aaron Mathes (OAG)**

**Also attending: Maria Batista (DMV); Joshua Cole (DOAV); John Kissel (VITA); Michael Watson (VITA)**

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

John distributed the Draft Collaboration Portal Statement of Work for review to fulfill Marie's request from the previous Council meeting. He indicated that he would be receiving two cost proposals this week and would communicate them to Peggy and Mike. John said the Portal is likely to go into implementation next month. The Council members raised some questions after taking a few moments to review the document. John Willinger commented that 2.5 Gb of Portal storage would not be adequate, Peggy and the Council agreed. The Council requested that the amount of available storage be revisited, recommending that 50Gb to 100Gb be available initially. Sandra then raised questions regarding security management provisions; specifically, who will be responsible for performing account management? Peggy indicated that CSRM staff would be responsible for that activity. John Kissel asked Council members to review the draft and submit comments by Thursday. John said he will submit the draft with comments to NG on Friday.

**Commonwealth Security Policy, Standard & Guidelines – John Green, VITA**

John distributed paper copies of the Draft SEC 500 and SEC 501 documents. John opened the discussion stating that work on these documents would be continuing for the next two weeks. He also stated that Council members would see some new sections in addition to an overall effort to move the documents to reflect a holistic information-centric program by dropping the word technology where appropriate. John invited comments, ideas and thoughts regarding the content of the drafts before beginning the ORCA process. He added that if there is any particular item the Council members wished to address to email him by Friday. Both the policy and standard will be on ORCA for a month beginning March 31<sup>st</sup> and ending April 30<sup>th</sup>. Peggy made an inquiry regarding the status of the guidelines. John replied that the IT Asset Management and Facilities Security guidelines are on track for publication by the end of the month.

**Enterprise Applications – Peggy Ward, VITA**

Peggy updated Council members regarding Enterprise Applications becoming a division within VITA. Peggy Ward and John Green will seek out Peggy Feldman, Chief Applications Officer, and her team to work together on ISO related activities of the new Enterprise Applications division consistent with maintaining VITA compliance to SEC 500 and SEC501. Peggy also explained that she has

been informed that the legislation to move Enterprise Application has an emergency enactment clause and will be effective April 8<sup>th</sup>, 2009.

### **Customer Council Survey – Peggy Ward, VITA**

For the benefit of new Council members, Peggy explained that Customer Council Surveys are sent to members every 6 to 9 months to gauge how the various Councils are performing. As members of the IS Council, attendees should expect to receive a survey. Survey responses are analyzed and the results are used to gauge and improve the Council's performance where appropriate. Peggy encouraged Council members to participate and offer honest answers to the questions.

### **Other News – Peggy Ward, VITA**

There will be a special ITIB meeting on March 30<sup>th</sup> for a presentation from Chief Applications Officer regarding the Enterprise Applications program. Peggy Ward and Michael Watson will be attending the MS-ISAC conference in Phoenix at the end of March. Michael's COV HoneyNet talk was one of a handful selected for presentation. VITA, the FBI and VCU are working together to secure an Intern to work with and analyze HoneyNet data. The intern will not be paid but will receive credit toward coursework for the internship.

Peggy asked that Council committees forward their deliverables thru March 2010 to her prior to the next meeting.

### **Risk Management Committee Report – Goran Gustavsson, APA**

Goran announced that the new committee will be named Risk Management. The committee will be establishing objectives during the committee meeting immediately following the IS Council. Rob added that he has reached out to prior committee members to see if they are interested in serving on the Risk Management committee.

### **Identity and Access Management Committee Report – John Willinger, DMHMRSAS**

John said the committee is working on part two of the Trust model document. John added that the committee is interested in Northrup Grumman participation every 3 months to make sure the committee is on par with partnership activities. Peggy emailed Eric Taylor (NG) and requested his participation.

### **Encryption Committee Report – Michael McDaniel, VRS**

Michael said the committee will be reviewing the draft guideline for Encryption and making recommendations for the standard. Peggy said Don Drew is interested in presenting different choices with Encryption to the Council in the future. Todd Richardson will be joining the Encryption Committee as a Co-Chair.

### **Making IT Security an Executive Management Priority Committee Report – Shirley Payne, UVA**

Shirley announced that Judy Napier has resigned her committee seat and a new Deputy Secretary will be taking her place. Peggy added that Sandra Graham is a new Co-Chair for the committee. Shirley said there will be a presentation at the Commonwealth Management Institute Luncheon in May, a possible session is being planned for the Virginia Security Summit on April 27<sup>th</sup>, and the Virginia Review article is on hold due to budget constraints.