

**Commonwealth Information Security Council Meeting
February 19, 2008
12:00 -2:00 p.m.
Commonwealth Enterprise Solutions Center
Summary**

COV IS Council members attending:

Mike Garner (Tax)	Goran Gustavsson (APA)
Marie Greenberg (SCC)	Robert Jenkins (DJJ)
John Willinger (DMHMRSAS)	John Karabaic (DMAS) Teleconferenced
John Palese (DSS)	Shirley Payne (UVA)
Steve Werby (DOC)	Cathie Brown (VITA ex-officio)
Peggy Ward (VITA ex-officio)	

COV IS Council members absent:

Aaron Mathes (OAG)
Michael McDaniel (VRS)

Also attending: Maria Batiste (DMV), Tripp Simms (VITA), Michael Watson (VITA) and Dennis Brink (NG).

Non-Disclosure Agreement Update – Peggy Ward, VITA

Peggy reported that the draft language provided by Marie and Maria had been slightly revised and a meeting with Supply Chain Management is scheduled for this week to discuss and then the term will need to go to the Office of the Attorney General for review. The goal is to have an optional contract term available for use.

Data Removal Policy and Procedure – Dennis Brink, NG

Dennis distributed a 'Draft' of the IT Partnership policy and explained the different format is due to the Partnership, as a way to differentiate it from company policies. Dennis pointed out that Overwriting is in the new procedure and referenced. When the new COV ITRM Standard SEC 507 is approved it will also be referenced. Maria asked whether the Proprietary Information language on the first page is appropriate or necessary. Peggy agreed it is a concern noting that it seemed to reference federal FOIA which is not applicable and stated that she would have Tom Falat at VITA review it. Dennis explained that this language is used in every one. The Certification Tag Process was taken from the Standard, which Dennis explained is the same everywhere. Steve Werby asked "who" the Supervisor was in regards to the sign-off for Certification Tags? Dennis identified the Supervisor as the manager of the person removing the information. Dennis added that the Quality Assurance procedure would also be included in this document. Peggy requested that the Quality Assurance procedure (soft copy) be sent to both her and Cathie Brown and Dennis agreed to do so.

Communication Portal – Cathie Brown

John Kissel was not available to give a summary for the Communication Portal. Cathie Brown gave a summary of recent events. Cathie, Tripp Sims and Michael Watson met last week with Jerry Houck and John Kissel. Based on the conversation at that meeting Cathie said the solution should be relatively soon and quick. She added the solution might be Share Point.

BIA Template – Peggy Ward, VITA & Cathie Brown, VITA

Peggy and Cathie met with Brittany Schaal to discuss the forms and instructions. Based on Brittany's feedback the instructions and the forms were modified. Marie asked how much modification was done and Peggy and Cathie explained the only nomenclature was changed on the forms but the instructions were modified to be more fundamental. Peggy stated that the forms and instructions are on the Online Review And Commenting Application (ORCA) at VITA for comment and Cathie added that the BIA templates, instructions and examples are also posted on the VDEM website. Britney Schaal informed members of a Pan Flu committee including Peggy that it is mandatory that every agency submit their Pandemic Flu Annex by June 2, 2008 for grading. John Willinger offered his complete version as an example if anyone needed it. John Karabaic stated that both the agency COOP and the Pan Flu Annex are due June 2.

Information Security Survey – Peggy Ward, VITA

Peggy noted that Michael was unable to attend but asked if the Council would like to have a separate meeting to discuss the results together to provide all a common understanding. The Council members agreed and decided to try to set the meeting at DMV for the morning of 2/29 at 9 a.m. Council members were requested to check their schedules and advise as to availability.

March 19th ISOAG – Peggy Ward, VITA

Peggy explained that the results of the Information Security Survey and next steps involved will be presented at the March 19th ISOAG meeting. Peggy asked the Council if it would be possible to move the next IS Council meeting date to March 18th due to conflict with the Commonwealth Preparedness Workshop being held on March 17th. March 18 did not work for Rob so Council members were asked to email Peggy after checking their calendars to see if there was any other date or time available that week.

Keystroke Logging – Michael Watson, VITA

Michael Watson reported that the information collected from USCERT regarding keystroke logging is routinely analyzed and provided to Information Security Officers needs feedback on what is being done with the information and what more his team can do. Michael asked the Council how effective the report has been for them, and how have the constituents been responding to the information? Steve Werby explained that when he issued the report he gave a time limit for responses; which he received because the individuals were employees. Discussion followed regarding the feedback process. Marie Greenberg sited that she liked the service offered. Peggy added that the Keystroke Logging will be included in the IS Orientations. Michael explained that the goal is to include search engines on the report and it will be looked into about including domains that do not included Virginia.gov. Mike Garner asked if it were possible for the report to be given electronically. Michael Watson explained it will be looked into and a Collaboration Portal should be up soon.

Telecommuting Policy for Non-COV Devices – Marie Greenberg, SCC

Marie re-introduced the topic of Telecommuting and non COV devices. She feels strongly about the risk of keystroke logging on personal devices and the vulnerability it leaves the COV open to. Discussion followed. It was generally decided that this would be an ongoing topic with little resolution for at least 24 to 36 months until transformation when a more effective and cost beneficial solution may be available.

Agencies' Use of Employee Number – Steve Werby, DOC

Steve introduced the concept of placing employee numbers in the Active Directory. He added that as long as this is limited to administration to view and NOT displayed in properties the employees information is not at risk. Discussion followed. It was decided to do further research

before implementing any change. It was also agreed to request that Don Drew, VITA messaging tower brief the Council on the IT Partnership plans in this area at the next meeting.

Encryption Committee Report - Michael McDaniel, VRS, John Palese, DSS, & Steve Werby, DOC

John Palese noted the Encryption Committee is working at identifying needs or requirements for thumb drives and other additional devices. Peggy suggested the Committee members may also wish to look at COV needs overall including data in motion and data at rest for those outside of the IT Partnership.

Identity and Access Management Committee Report – Marie Greenberg, SCC, Mike Garner, Tax, John Willinger, DMHMRSAS

Marie reported that the committee is finalizing the Commonwealth of Virginia Trust Model and will be presenting it at the next IS Council meeting.

Small Agency Outreach Committee Report - Rob Jenkins, DJJ, Goran Gustavsson, APA & Aaron Mathes, OAG

Rob Jenkins stepped out of the room and was unavailable for reporting. Goran explained he was absent from the prior meeting and did not have an update.

Making IT Security an Executive Management Priority Committee Report - Shirley Payne, UVA

Shirley reported that they are working on having information security added to the curriculum at the Virginia Executive Institute as well as the Commonwealth Management Institute. She added that they may also approach DHRM to see if information security can be a topic in the Fundamentals for Supervisors course. John Karabaic's team will be developing an Information Security Awareness Tip to be provided each month in the Leadership Communiqué sent to agency heads and that a list of topic areas will be provided to the Council for input. Peggy stated she would be happy to send them to the Council members if John would send her the list. Shirley also stated that John is developing a presentation on information security geared to executives that can be shared with all.

Final notes – Peggy Ward, VITA

Thursday, February 21st at 12:30 pm a meeting has been set with the FBI at their request at the CESC to discuss the threat environment. All COV IS Council members are invited to attend or to send ideas.

Chesterfield County has made a request for a letter of recommendation on a request for funding an information security awareness program for their over 3,000 employees as well as their citizens. Peggy has drafted the letter and plans to stay close to Chesterfield to see the results and whether there are any that can be shared.