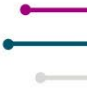




Virginia Cybersecurity Planning Committee
August 16, 2023, 10am
7325 Beaufont Springs Dr, Mary Jackson Boardroom
Richmond, VA, 23225



Call to Order:

A meeting of the Virginia Cybersecurity Planning Committee was called to order at 10am. Mr. Watson welcomed the members.

Presiding:

Michael Watson, Committee Chair, Chief Information Security Officer, Virginia IT Agency

Members Present:

Diane Carnohan, Chief Information Security Officer, Virginia Department of Education

Adrian Compton, Tribal Administrator, Monacan Indian Nation

Charles DeKeyser, Major, Virginia Army National Guard. Major DeKeyser is on temporary duty from his home base for the National Guard.

Brenna R. Doherty, Chief Information Security Officer, Department of Legislative Automated Systems

Maj. Eric W. Gowin, Division Commander- Information Technology Division, Virginia State Police. Mr. Gowin participated virtually due to work reasons.

John Harrison, IT Director, Franklin County

Derek M. Kestner, Information Security Officer, Supreme Court of Virginia

Benjamin Shumaker, Cyber Security Specialist, King William County Government

Beth Burgin Waller, Chair, Cybersecurity and Data Privacy Practice

Stephanie Williams-Hayes, Chief Information Security Officer, Virginia Department of Health

Members Participating Remotely:

Michael Dent, Chief Information Security Officer, Fairfax County Department of Information Technology

Wesley Williams, Executive Director of Technology, Roanoke City Public Schools

Mr. Dent and Mr. Williams participated remotely because their principal residence is more than 60 miles away.

Members Not Present:

Aliscia N. Andrews, Deputy Secretary of Homeland Security, Office of the Governor

Robbie Coates, Director, Grant Management and Recovery, VDEM

Staff Present:

Leslie Allen, Senior Assistant Attorney General, Office of the Attorney General

Joshua Heslinga, Director of Legal & Legislative Services, Virginia IT Agency

Catherine Lee, Preparedness Grants Manager, Virginia Department of Emergency Management

Mylam Ly, Legal Compliance & Policy Specialist, Virginia IT Agency

Trey Stevens, Deputy Chief Information Security Officer, Virginia IT Agency

Review of Agenda:

Ms. Ly provided an overview of the agenda and corresponding items in the digital meeting packets.

Approval of Minutes:

The June meeting minutes were displayed on the screen. Major Gowin offered an amendment to the meeting minutes, Major Dekeyser and Major Gowin were present for the June meeting. Upon a motion by Major Gowin and duly seconded by Major Dekeyser, the committee unanimously voted to adopt the amended meeting minutes.

Updates

The Virginia Department of Emergency Management (VDEM) has taken steps to send the plan to both CISA (Cybersecurity and Infrastructure Security Agency) and FEMA (Federal Emergency Management Agency). Additionally, it was mentioned Year 2 of the Notice of Funding Opportunity (NOFO) was released. There is no needed action from the committee currently.

Communications Plan

Ms. Legrand presented an update to the communications plan, beginning with background information and the provision of crucial resources. She outlines the communications that have already been distributed to targeted audiences, including education stakeholders, local government, including VACo, VML, VaLGITE and VDEM. The VACo newsletter is scheduled for release on the 25th, providing an additional avenue for reaching a broader audience. Ms. Legrand highlighted the importance of ensuring that all relevant entities, including schools are captured in the communications. In addition to the mentioned recipients, VACorp and VRSA were identified as additional parties to receive these communications. A new listserv was established specifically for this grant opportunity with 167 subscribers. The communications plan is structured into phases. With Phase 2 focusing on ongoing information sharing and Phase 3 on notifying recipients of grant awards. The presentation concluded with an opportunity for questions.

Draft Survey

Feedback and suggestions for improving the draft survey were discussed. The discussion focused on several key areas. There was a call to clarify the survey objectives to ensure their relevance and importance were clearly understood. Confidentiality language was a point of concern. The discussion revolved around safeguarding the cybersecurity posture of organizations without putting localities at risk. To address these concerns, it was suggested that language similar to the Freedom of Information Act (FOIA) be incorporated into the survey to provide a framework for confidentiality. Various possibilities for maintaining confidentiality were explored. These included relying on existing provisions of law, reporting aggregate data rather than individual responses, and assuring respondents their survey information would be protected. A practical suggestion was made to prioritize the last question by moving it to the beginning of the survey, ensuring respondents are aware of its significance. The survey should include language that assures the respondents they will not face penalties for providing pre-existing contract information. To avoid ambiguity, it was recommended that objective 1.2 be better defined to provide clarity to respondents. Instructions should be included to guide respondents on what to do when they don't understand the context of a question. On objective 1.3, concerning third-party assistance, should be further clarified, and explained to avoid any potential misunderstandings. A notable discussion point was the use of .gov domains for schools, particularly K-12 schools. To ensure consistency and security, there was a suggestion for Department of Education to create standards for K-12 schools to transition to .gov domains. Categorization of schools, such as school locality and elections were proposed along with the inclusion of parentheses for all acronyms enhancing clarity. Consideration was given to include a question for vendors who may be filling out the survey on behalf of localities. It was recommended to specify the estimated time needed to complete the survey and offer a progress meter.

Break

The committee took a 5-minute break

Public Comment Period:

Carl Dodson – Regional SOC in the town of Culpeper. Spoke on collection of SOC's to support all localities.

Other Business:

Mr. Watson opened the floor for other business. The next meeting is September 20 at 10am and discussed travel documents. There were questions raised concerning legislation, although it was clarified that legislative matters would not be able to be discussed during the meeting.

There was a request for a document outlining the Freedom of Information Act (FOIA) exemptions to be provided at the next meeting. The intention behind the request is to offer a more general summary of FOIA exemptions for the benefit of the committee.

Adjourn

Upon a motion by Mr. Kestner and duly seconded by Major DeKeyser, the committee unanimously voted to adjourn the meeting at 11:35am.

DRAFT