

**Call to Order:**

A meeting of the Virginia Cybersecurity Planning Committee was called to order at 9:02 am. Mr. Watson welcomed the members.

Presiding:

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

Members Present:

Aliscia N. Andrews, Deputy Secretary of Homeland Security, Office of the Governor
Diane Carnohan, Chief Information Security Officer, Virginia Department of Education
Robbie Coates, Director, Grant Management and Recovery, VDEM
Adrian Compton, Tribal Administrator, Monacan Indian Nation
Charles DeKeyser, Major, Virginia Army National Guard
Michael Dent, Chief Information Security Officer, Fairfax County Department of Information Technology
Brenna R. Doherty, Chief Information Security Officer, Department of Legislative Automated Systems
Capt. Eric W. Gowin, Division Commander- Information Technology Division, Virginia State Police
John Harrison, IT Director, Franklin County
Derek M. Kestner, Information Security Officer, Supreme Court of Virginia
Wesley Williams, Executive Director of Technology, Roanoke City Public Schools
Stephanie Williams-Hayes, Chief Information Security Officer, Virginia Department of Health

Members Participating Remotely:

Benjamin Shumaker, Cyber Security Specialist, King William County Government. Mr. Shumaker participated from his office in King William County because his physical presence was needed in the office for work.

Beth Burgin Waller, Chair, Cybersecurity and Data Privacy Practice, Woods Rogers Vandeventer Black. Ms. Waller participated from her home in Roanoke because her principal residence is more than 60 miles from the meeting location.

Staff Present:

Leslie Allen, Senior Assistant Attorney, Office of the Attorney General
Jason Brown, Chief Administrative Officer, Virginia IT Agency
Stephanie Benson, External Communication & Outreach Manager, Virginia IT Agency
Joshua Heslinga, Director of Legal & Legislative Services, Virginia IT Agency
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 November 7 meeting minutes were displayed on the screen. Upon a motion by Mr. Compton and duly seconded by Mr. Harrison, the committee unanimously voted to adopt the Electronic Participation Policy.

Advisors Update:

Mr. Watson provided an update on the advisors for the planning committee. Advisors will serve as technical experts and assist with seeking input and building consensus in the community during the process. Members will reach out to advisors for assistance with plan development later detailed in the meeting.

Status of the Grant:

Mr. Coates provided an overview of the status of the grant application. The grant was approved with funds to develop the cybersecurity plan for the first year. Most of the funding is on hold until the plan is fully developed and approved. Mr. Coates is reaching out to receive additional clarity on fund allocation.

Cybersecurity Plan Development:

Mr. Watson reviewed the Cybersecurity Plan Development. The draft plan objectives and goals included requirements from pgs 5-8 of the Notice of Funding Opportunity (NOFO). The objectives and goals follow the NIST framework and best practices.

There were discussions on emphasizing goals for protection and prevention of threats vs. recovery, patch management, communications plan for localities, how localities can maintain cybersecurity after grant completion, physical security, resources to implement end point security, free resources available to localities, and state SOC monitoring for localities. The committee members then chose objectives to work on, as reflected in the attached document.

Public Comment Period:

There were no public comments.

Other Business:

Mr. Watson opened the floor for other business. Ms. Ly discussed travel forms. Mr. Heslinga reminded the committee to CC the committee administrator email, cybercommittee@vita.virginia.gov, on all correspondence related to the business of the committee. He also discussed FOIA and the facilitation of meetings when there are 3 or more members. Mr. Dekeyser asked for a presentation on the locality application process at the appropriate time after the plan was completed. Mr. Coates discussed the process currently in use at VDEM for the evaluation and processing of applications which will be discussed after the submission of the plan.

Adjourn

Upon a motion by Mr. Dent and duly seconded by Deputy Secretary Andrews, the committee unanimously voted to adjourn the meeting at 11:30am.