

**Call to Order:**

A meeting of the Virginia Cybersecurity Planning Committee was called to order at 10:03am. 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

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

Eric W. Gowin, Major, Division Commander- Information Technology Division, Virginia State Police

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.

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

**Members Participating Remotely:**

Aliscia N. Andrews, Deputy Secretary of Homeland Security, Office of the Governor. Ms. Andrews participated from Aldie because her principal residence is more than 60 miles from the meeting location.

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

Wesley Williams, Executive Director of Technology, Roanoke City Public Schools. Mr. Williams participated from Roanoke because his principal residence is more than 60 miles from the meeting location.

**Members Not Present:****Staff Present:**

Amma Appiah Abbey, Legal Compliance & Policy Specialist, Virginia IT Agency

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

Joshua Reynolds, Assistant Attorney General, Office of the Attorney General

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 March meeting minutes were displayed on the screen. Upon a motion by Mr. Shumaker and duly seconded by Mr. Kestner, the committee unanimously voted to adopt the March meeting minutes.

### **Consolidated Draft Cybersecurity Plan**

Mr. Watson went over the components of the cybersecurity plan and reviewed the sub-objectives and metrics. There was discussion on the addition of Virtual Private Network (VPN) and data encryption (3.3.2) to the plan. The group viewed the entire plan template including a letter from the VCPC, plan elements, and subcategories. There was a discussion on leveraging CISA services and solutions, including use of .gov and making that a requirement for email addresses, and assessments. There was a request from Mr. Compton to add a clause to the plan defining tribes as federally and state recognized tribes for the application. This addition would ensure that the plan is inclusive of all recognized tribes. The group also discussed staff augmentation and the incorporation of measurements or dashboards with indicators. They talked about how the Virginia budget will cover the grant's matching component and the staggered four-year grant. Lastly, they discussed maturity models, comparison metrics for similar localities, and developing and maintaining a list of local governing bodies.

### **Current Contract Options**

Mr. Gregory Searce from Supply Chain Management covered several topics related to IT services and staffing. He discussed the use of commercial off-the-shelf software (COTS) and SaaS solutions vetted through VITA Enterprise Cloud Oversight Services (ECOS), as well as the IT contingent labor contract for staff augmentation and statements of work. The full range of IT services was also discussed, and it was noted that scope statements for suppliers need to be reviewed. Information about public contracts portals and contact information was provided, and the importance of leveraging state contracts was emphasized. Additionally, it was noted that there may be additional requirements in contracts from federal regulations. There was also discussion from the group on what contract vehicles should be encouraged. Lastly, Ms. Searce provided contact information for VITA Supply Chain Management: [scminfo@vita.virginia.gov](mailto:scminfo@vita.virginia.gov).

### **Grant Prerequisites**

Grant prerequisites were discussed as part of consolidated draft cybersecurity plan.

### **Public Comment Period:**

There were no public comments.

### **Other Business:**

Mr. Watson opened the floor for other business. Ms. Ly discussed travel forms.

### **Adjourn**

Upon a motion by Mr. Harrison and duly seconded by Ms. Carnohan, the committee unanimously voted to adjourn the meeting 11:53am.