



Information Technology Advisory Council (ITAC)

MINUTES – April 24, 2025 – 1:00 p.m.



Call to Order and Welcome

The Information Technology Advisory Council meeting was called to order at 1p.m. Ms. Kozanas welcomed all the members. Ms. Ly called the roll.

Presiding:

Constantina Kozanas, Vice Chair

Members Present:

Adam S. Lee

Dr. Timothy M. Tillman

Anthony T. Gitalado

Lyn McDermid, Secretary of Administration

Bob Osmond, CIO of the Commonwealth

Senator Bill DeSteph

Delegate Fernando “Marty” Martinez

Senator Jennifer B. Boysko

Delegate Jackie H. Glass

Senator Saddam A. Salim

Delegate Michael Feggans

Demetrios Melis on behalf of Secretary Slater

Virtual Members:

Cherif Kane

James S. Kraemer

Ms. Kozanas, Mr. Kramer and Mr. Kane participated remotely from their primary residence due to distance.

Members Not Present:

Delegate Joshua E. Thomas

Robert Turner

John Craft, Chair

Sam Nixon

Phea Ram

Staff Present:

Dan Lewis, Project Management Center of Excellence Leader

Mike Watson, Chief Information Security Officer

Joshua Heslinga, Director, Legal and Legislative Services

Mylam Ly, Policy & Governmental Affairs Manager

Julie Chatman, Deputy Chief Information Security Officer for Finance

Review of Agenda

Ms. Ly provided an overview of the agenda.

Minutes

The December meeting minutes were displayed on the screen. Upon a motion by Senator Boysko to approve the minutes, and duly seconded by Delegate Feggans, the motion was unanimously approved through a voice vote.

Finance Agency Cyber Project

Ms. Chatman and Mr. Watson presented on Finance Agency Cyber Project, which focuses on cyber assessments across finance agencies. These finance agencies are responsible for controlling many Commonwealth financial assets. The assessment covers agencies including TAX, TRS, DOA, ABC, VALottery, VRS and Virginia529 due to their financial assets management, critical operations, and citizen impact, representing 40% of funding for the Commonwealth. Mr. Watson provided a risk environment review, initial steps, and next steps in the process.

Discussion addressed whether the assessment was informed by AP audits. It was clarified that findings are taken from any source (including third-party audits, agency audits, or VITA audits) to help with broader decision-making processes. Questions arose regarding consistent application of best practices and community outreach. In response to a question about how many state websites exist, the council was informed of an inventory of 1,500-1,600 websites recently conducted for modernization with security concerns and current web practices.

The extension of best practices to 300+ localities was discussed. Connection points to localities have controls at VITA level and efforts are underway to ensure localities have necessary resources to protect their environments. The state and local cybersecurity grant program provides some assistance though

funding is limited. It was suggested localities should first identify their biggest risks through cyber assessment.

The council noted they are using standard templates and standardized support to break down silos and suggested infrastructure checks should occur every three months rather than every five years as a strong recommendation to localities rather than a mandate.

Insights on insider threats were requested. Mistakes and bad actors were identified as the biggest threats in the industry. Mistakes are managed through drilling, training and monthly phishing tests. Finance insider threats are address through multiple authorizations, and special records flagged for access issues.

The distinction between critical data versus critical systems prioritization was explored. Operations systems that are critical receive highest investment, with access controls and detection measures in place. Planning for control failures and rapid response capabilities was emphasized.

The council noted agencies operate on air-gapped networks, making it primarily a people issue requiring awareness, automation and detection tools. Vulnerability and compliance management operates on a 30-day confirmation cycle.

Concerns were raised about single points of failure such as datacenters and power grids, with suggestions for standardization across agencies, while acknowledging differences between independent agencies. It was recommended that the next iteration should include law enforcement, finance, and election data as critical assets.

Joint Subcommittee on Cyber Risk

Mr. Watson then presented on a new joint subcommittee on cyber risk which was established in language in the biennial budget.

Twice per year, confidential briefings would be provided semi-annually by VITA and the Virginia Fusion Center, in consultation with Secretaries of Administration, Finance and Public Safety and Homeland Security. Subjects would include:

- Security incident trends
- Risk areas
- Vulnerabilities of critical systems
- Recommendations
- Cyber threat landscape in state government

Discussion focused on what information should be provided in presentations on organization cyber risk management programs. Questions were raised regarding which agencies fall under VITA and which pieces of critical infrastructure fall under VITA oversight, noting that inside or outside manipulation could be catastrophic for the Commonwealth.

The need for prioritization of funding needs was emphasized to provide appropriations councils with sufficient background information to manage the biggest risks. Suggestions included showing budget allocations to demonstrate correlation between risk and spending, justifying further expenditures, and evaluating effectiveness of current spending.

The council discussed addressing future risk considering the growing reliance on technology for citizen and operation data, and the correlation between more data and increased risk. Recommendations included sharing incidence response reports, remediation efforts, and best practices through coordination of all incident response stakeholders. Health and human services and public safety were identified as critical data sectors for future focus.

Legislative Update

Mr. Heslinga provided a legislative update on the 2025 legislative session with more than 2,300 bills introduced. See the presentation for details.

Key legislative outcomes include (see slides for details):

- ODGA integration into VITA. Chief data officer remains a gubernatorial appointee while the rest of ODGA becomes part of VITA.
- Project management center of excellence established to provide greater project management support for high-risk projects.
- Public sector AI bills failed, so EO30 regarding AI remains current state of policy and governance, with policy and technical standards on the VITA website
- Standard terms in IT contracts are addressed by an amendment to the Virginia Public Procurement Act that reduces risk and facilitates business. SWaM program bill passed but was vetoed, so that area continues to be governed by EO35.
- IT accessibility law updated and signed by governor. Broadens existing IT access act.

Application Modernization Progress Update

Mr. Lewis presented on application modernization cycle.

1. Data collection on applications used at the agency

2. Analysis of agency information in review with subject matter experts and agencies with IT strategic plan
3. Validation and agency feedback
4. 6-year ITSP submitted by agency
5. CIO review/approval
6. Share modernization needs with stakeholders
7. IT decision package development

2,552 applications were reviewed and assessed. Next steps include continuing analysis (April/May), ITSP submission, sharing application modernization analysis in July/August, and budget decision packages in August-September.

Discussion focused on evaluating competing priorities among agencies and ensuring the process isn't solely VITA-owned. Recommendations included streamlining background checkpoints to enable businesses to move faster, noting that permitting implementation across agencies with customer efficiency and end-user experience are important considerations.

Questions arose regarding agencies self-identification of applications and recommendations on the "7R's" approach, with suggestions this could be a continuous improvement process. It was noted this would be part of yearly strategic plans.

The importance of prioritizing emergency modernization needs, and non-functioning systems was emphasized when considering funding requests. The council acknowledged the value of continuity at VITA and the importance of knowledge regarding registered applications and visibility. Suggestions included creating space for agency personnel to bring forward applications such as live coding and AI, potentially expanding the governor's transformation office to focus on citizen-centric innovation and incorporating change management at the agency level.

Project Management Center of Excellence Update

Mr. Lewis then presented on the project management center of excellence (PMCoE). The goal is to improve planning with agencies, contracts, and contract delivery. Risk management and organizational change management determine program success. VITA is involved in 79-80% of projects, primarily high-risk projects (not necessarily the more expensive). Efforts focus on solidifying reporting from vendor management perspective, bringing vendor grading to analysis, enhancing deliverable and milestone requirements, using project delivery advisory, and improving training and project management staffing.

Current state assessment data shows 72% of spend goes to 11 largest projects. Effective statues, culture and relationship development are in place, but opportunities exist in:

- Inconsistent project planning
- Contracting and requirement gathering
- Resource limitations (skills and staffing)
- Inadequate metrics and reporting

The development timeline includes the PMCoE in the FY 25 Q4 with the launch of advisory services in FY26 Q1 and Operational status in FY26 Q2.

Discussion addressed the use of PMBOK and earned value management systems and the importance of PMI certifications for project managers, The commonwealth tool “Planview” was noted as having capabilities beyond current usage.

Questions arose regarding inclusion of 508 compliance, SEC501, AI and cloud considerations in project management, with emphasis on changing culture to incorporate these elements. Report cards and grading matrices were referenced as potential models. Further discussion about prioritizing deliver of PMCoE critical functionality was suggested for follow-up.

Public Comment Period

There were no public comments.

Other Business

Mr. Heslinga discussed the election of Chair and Vice Chair, which will occur during the next meeting. Members interested in serving or in nominating someone else should email staff at ITAC@vita.virginia.gov.

Adjourn

At 2:50 p.m., the meeting was adjourned after a motion was made by Senator Boysko and seconded by Senator Salim.