



## Agenda

Call to Order and Welcome	Mike Watson Chief Information Security Officer
Review of Agenda	Staff
Approval of Minutes	Staff
Advisors Update	
Status of Grant	Robbie Coates, VDEM
Cybersecurity Plan Development	Mike Watson Chief Information Security Officer
Public Comment Period	
Other Business	Staff
Adjourn	



**Virginia Cybersecurity Planning Committee**  
**November 7, 2022 - 10:00 am**  
**7235 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 10:02 am. Mr. Watson welcomed the members.

**Presiding:**

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

**Members Present:**

Alicia 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  
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, Woods Rogers Vandeventer Black  
Wesley Williams, Executive Director of Technology, Roanoke City Public Schools  
Stephanie Williams-Hayes, Chief Information Security Officer, Virginia Department of Health

**Members Not Present:**

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

**Staff Present:**

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

**Review of Agenda:**

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

**Overview of Roberts Rules of Order:**

Ms. Ly provided an overview of Robert's Rules of Order.

**Electronic Participation Policy:**

Ms. Ly provided an overview of the Electronic Participation Policy and answered questions from the members. Upon a motion by Mr. Shumaker and duly seconded by Ms. Waller, the committee unanimously voted to adopt the Electronic Participation Policy.

**Overview of State and Local Cybersecurity Grant Program:**

Mr. Heslinga provided an overview of the State and Local Cybersecurity Grant program which included: federal legislation, requirements of the federal notice of funding opportunity, state matching, planning committee membership and responsibilities, and the cybersecurity plan.

**Charter and Bylaws:**

Mr. Heslinga provided an overview of the Charter and Bylaws. Upon a motion by Ms. Waller and duly seconded by Mr. Kestner, the committee unanimously voted to adopt the Charter and Bylaws. The Charter and Bylaws will be sent to the committee members to sign electronically.

**Nomination and Voting of Vice Chair:**

Mr. Watson opened the floor for nominations of Vice Chair. Upon a motion by Mr. Shumaker and duly seconded by Mr. Williams, Ms. Waller was nominated as Vice Chair. After a call for any additional nominations, upon a motion by Deputy Secretary Andrews and duly seconded by Mr. Kestner, Mr. Dent was nominated for Vice Chair. Ms. Waller then withdrew from her nomination. The committee unanimously voted for Mr. Dent to become Vice Chair.

**Public Comment Period:**

There were no public comments.

**2023 Meeting Dates:**

The 2023 meeting dates were presented to the members.

**Other Business:**

Mr. Watson opened the floor for other business. There was a discussion on the role of advisors (as provided for in the committee Charter) and how names could be submitted. VITA will develop a way on the website to allow submissions for advisor nominations and will communicate the opportunity. Any questions related to this should be submitted to the Committee administrator email, [cybercommittee@vita.virginia.gov](mailto:cybercommittee@vita.virginia.gov). There was additional discussion on the grant parameters of the priorities and financial decisions.

**Adjourn**

Upon a motion by Deputy Secretary Andrews and duly seconded by Mr. Shumaker, the committee unanimously voted to adjourn the meeting at 10:55 am.



Program Goal	Program Objectives
<b>1. Inventory and Control of Technology Assets, Software and Data</b>	1.1 Establish and maintain a detailed enterprise asset and software inventory for 90% of owned technology assets
	1.2 Ensure 100% all assets that connect to enterprise systems are authorized and inventoried
	1.3 Upgrade or update all software no longer receiving security maintenance/support
	1.4 Establish and maintain a data inventory for all systems support the organization's business
	1.5 Perform automated vulnerability scans
	1.6 Identify and migrate non .gov government sites to .gov domain
<b>2. Threat Monitoring</b>	2.1 Deploy host intrusion detection/prevention for all workstations and servers
	2.2 Deploy network intrusion detection/prevention at network egress and ingress points
	2.3 Centralize security event alerting
	2.4 Collect network traffic flow logs
	2.5 Deploy endpoint detection and response
	2.6 Audit log collection for all servers and systems hosting data in accordance with federal enterprise log management standards
<b>3. Threat Protection and Prevention</b>	3.1 Implement and manage firewalls on all end point devices
	3.2 Implement and manage network firewalls for ingress and egress points
	3.3 Encrypt data in transit and on devices hosting data
	3.4 Multifactor authentication implementation
	3.5 DNS Filtering
	3.6 Email filtering and protection
	3.7 Centralized authentication and authorization
<b>4. Data Recovery and continuity</b>	4.1 Establish and maintain a data recovery process
	4.2 Establish and maintain an isolated instance of recovery data
	4.3 Implement disaster recovery and data recovery testing
	4.4 Implement technology to support continuity of services in the case of a natural disaster or cyber attack
<b>5. Security Assessment</b>	5.1 Identify security gaps associated with program objectives which can be supported by the grant program



Following presentation of an action item, the Chair will ask for a motion to adopt the action item. Upon receiving a second, the Chair will ask if there is any discussion concerning the motion. At that point, the action item will then be in the proper posture to be discussed and considered by the committee. It will also be in the proper posture at that point for any member to offer amendments to the language.

Each member who wishes to participate in the discussion of any of the action items needs to first be recognized by the Chair prior to speaking. If you wish to be recognized, simply raise your hand. The Chair has discretion as to the purpose for which they wish to recognize a member, and if, in the Chair's opinion, the member's desired purpose is not germane to the current discussion or could cause confusion or interfere with the efficient and orderly operation of the Committee, the Chair may choose to delay recognition of the member until after the current discussion/item, but before the Committee's work/meeting is completed.

If any member wishes to offer an amendment to any action item, the amendment needs to be offered in the form of a motion. In making that motion, the member needs to state to the committee the language change/changes they are proposing to the text. If that motion receives a second from another member, the Committee will discuss and subsequently vote on the motion.

If, upon hearing the proposed PRIMARY amendment, another member desires to further amend that amendment, that member must make a SECONDARY AMENDMENT in the form of a motion, which also must receive a second.

Upon receiving a second, the Committee will discuss, and then vote on the SECONDARY AMENDMENT prior to voting on the PRIMARY amendment. If the amendment(s) is(are) adopted, they will be added to the main motion and the Committee will move on to the next amendment and repeat the process. Please note that a secondary amendment that is worded such that it completely negates the primary amendment's meaning can get confusing, but if it is adopted it would be attached to the main motion/PRIMARY amendment directly.

According to Robert's Rules, there can only be one secondary amendment offered. There can be no "amendment to the amendment to the amendment".

Members may provide VITA with written copies of proposed amendments prior to the meeting, which will be included in committee packets. Members may also bring written copies of proposed amendments with them to the meeting which will be photocopied by VITA staff and distributed to the Committee prior to consideration. If any member wishes to make amendments but has not yet reduced them to writing, VITA will be able to type the proposed amendments into the computer and the proposed language will be displayed on the screen for the Committee's consideration prior to voting on the motion. The Chair will ask VITA staff to read the draft amendment. Once the member is satisfied that the

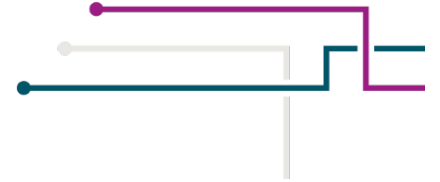
amendment has been correctly stated, the Chair will ask the member to offer the amendment in the form of a motion.

The Committee must vote on any individual amendments and then the action item as a whole. Votes can be taken via a voice vote with a simultaneous show of hands or a roll call vote. All votes are recorded as part of the official committee meeting minutes.

Robert's Rules provides that any member can make a motion to "call the previous question", or "call for the question". If that motion is seconded, it is not debatable; hence the Committee will end discussion and proceed with a vote on the motion (item for consideration before them). If it is agreed to by a two-thirds majority of the members, discussion of the pending motion (for example, an amendment that is under consideration) will end and the Committee will immediately vote on the motion. If the motion to call the previous question does not receive a two-thirds majority of the votes, the discussion will continue.

Finally, please note that under Robert's Rules, a motion must receive a majority vote among the members present and voting in order to be approved. If a motion receives a tie vote, the motion is rejected and does not pass.

Action	What to Say	Can interrupt speaker?	Need a second?	Can be Debated?	Can be amended?	Votes needed
Introduce main motion	"I move to..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move to amend the motion by (add) (strike words)..."	No	Yes	Yes	Yes	Majority
End Debate	"I move the previous question"	No	Yes	Yes	No	Majority
Adjourn the meeting	"I move to adjourn the meeting."	No	Yes	No	No	Majority
Extend the allotted time	"I move to extend the time by XX minutes"	No	Yes	No	Yes	2/3 Vote



# Virginia Cybersecurity Planning Committee

Charter & Bylaws



**ARTICLE I.** Applicability.

**SECTION 1.** General.

The Virginia Cybersecurity Planning Committee was created and has the authority to adopt a charter and bylaws pursuant to the [Infrastructure Investment and Jobs Act \(IIJA\), Pub. L. No. 117-58](#), § 70612 (2021), and [Item 93\(F\) of Virginia’s 2022 Appropriation Act](#). The provisions of these Charter and Bylaws are applicable to all proceedings of the Virginia Cybersecurity Planning Committee (“VCPC”) to the extent that the same are not otherwise governed by legislative or executive requirements. To the extent the provisions and authorizations of these Bylaws conflict with legislative or executive mandates, the latter shall control.

**SECTION 2.** Authority and Limitations.

VCPC is constituted under the IIJA and Item 93 as a “planning committee.” As a “planning committee”, VCPC is specifically charged with:

- Assisting with the development, implementation, and revision of the Cybersecurity Plan;
- Approving the Cybersecurity Plan;
- Assisting with the determination of effective funding priorities;
- Coordinating with other committees and like entities with the goal of maximizing coordination and reducing duplication of effort;
- Creating a cohesive planning network that builds and implements cybersecurity preparedness initiatives using FEMA resources, as well as other federal, SLT, private sector, and faith-based community resources;
- Ensuring investments support closing capability gaps or sustaining capabilities; and
- Ensuring local government members, including representatives from counties, cities, and towns within the eligible entity provide consent on behalf of all local entities across the eligible entity for services, capabilities, or activities provided by the eligible entity through this program.

The VCPC is not permitted to make decisions relating to information systems owned or operated by, or on behalf of, the state.

**ARTICLE II.** Members

**SECTION 1.** Voting Members.

Members shall consist of residents of the Commonwealth appointed by the Governor in accordance with Item 93 for terms of 4 years. At least one half of the representatives of the Cybersecurity Planning Committee must have professional experience relating to cybersecurity or information technology. A vacancy other than by expiration of term shall be filled by the Governor for the unexpired term. Each appointed member has one (1) vote.

**Composition of Voting members**

Representation	Organization
Eligible Entity	Virginia IT Agency

Eligible Entity	Virginia Department of Emergency Management
Institution of Public Education	Virginia Department of Education
Institution of Public Health	Virginia Department of Health
Elections infrastructure official	Vacant/TBA
Office of Governor	Secretary of Homeland Security
Tribal Representative	Monacan Indian Nation
State National Guard	Virginia National Guard
High-Population Jurisdiction	Fairfax County
Suburban Jurisdiction	Franklin County
Rural Jurisdiction	King William County
Legislature	Department of Legislative Automated Services
Public Safety	Virginia State Police
State judicial entity	Office of the Executive Secretary of the Supreme Court of Virginia
Private Sector	Woods Rogers
Public Schools	Roanoke City Public Schools

**SECTION 2. Advisors**

At the discretion of the Chair, additional persons representing key stakeholders or subject matters may be designated as advisors to the VCPC. Advisors may be designated for a particular purpose or on an ongoing basis. Advisors may participate in meetings of the VCPC outside of public comment periods but are not voting members of the VCPC.

**SECTION 3. Officers**

The VCPC shall be chaired by the Chief Information Officer of the Commonwealth (CIO), or the Chief Information Security Officer (CISO) as his designee, in accordance with the IIJA and Item 93. The Chair shall preside at all VCPC meetings. A Vice Chair shall be elected from among the voting members through nomination and formal vote, and the Vice Chair may preside at meetings, call a special meeting, and fulfill other similar administrative duties in the absence or temporary unavailability of the Chair. Additionally, the VCPC shall select a member to serve as chairperson of any subcommittees.

**SECTION 4. Representation of VCPC.**

When the VCPC is requested to appear before the General Assembly, or legislative or study committees, the planning committee shall be represented by the Chair, or by one or more members duly designated by the Chair and, when practicable, confirmed by the planning committee.

**ARTICLE III. Meetings and Public Disclosure.**

**SECTION 1. Regular Meetings.**

Regular meetings of VCPC shall be held on at least a quarterly basis, at such time and place as the VCPC may determine, or as needed as determined by the Chair. No business requiring a vote or final decision of VCPC may be conducted in the absence of a quorum, as defined in Article III,

Section 4.

**SECTION 2.** Subcommittees and Work Groups.

The Chair may call a special meeting, or create a subcommittee or work group, for a specific purpose or purposes. The notice of a special meeting shall set forth the business to be transacted at such special meeting. If a subcommittee or work group is created and will hold more than a single meeting, that subcommittee or work group shall report on its work at each meeting of the VCPC until its business is concluded.

**SECTION 3.** Notice of Meeting.

Public notice of meetings shall be provided in accordance with applicable law, including the requirements of the Virginia Freedom of Information Act, Va. Code [§ 2.2-3700, et seq](#) (VFOIA).

**SECTION 4.** Quorum.

A quorum shall constitute a simple majority of the voting members of the VCPC.

**SECTION 5.** Conduct of Meetings.

Meetings may take place using electronic communication means to the extent permitted by law. The Virginia Information Technologies Agency (VITA) shall provide staff support, including recording all minutes of the meetings and all resolutions adopted and transactions occurring at each meeting. Should a legislative or executive mandate or these Bylaws not set forth a matter concerning the conduct of meetings of the VCPC, the then current edition of Robert's Rules of Order shall govern. Meetings shall be public, except with respect to closed sessions held in accordance with the law and these Bylaws. Pursuant to Va. Code [§ 2.2-3710](#), the VCPC shall not vote by written or secret ballot; voting shall be accomplished by voice vote, show of hands, or roll-call vote.

**SECTION 6.** Closed Session.

Prior to meeting in a closed session, the VCPC must vote affirmatively to do so and must announce the purpose of the session. This purpose shall consist of one or more of the purposes for which a closed session is permitted in accordance with applicable law, including VFOIA. Minutes may be taken during a closed session but are not required. If taken, such minutes shall not be subject to mandatory public disclosure.

**SECTION 7.** Official Records.

All official records of the planning committee shall be kept on file at VITA and shall be open to inspection in accordance with applicable law. All files shall be kept in accordance with applicable records retention requirements, including the Virginia Public Records Act, Va. Code [§ 42.1-76, et seq](#). Draft minutes and other meeting records shall be published on VITA's website as soon as practicable. Minutes of a meeting become final after VCPC review and approval, normally through presentation at the next meeting.

**ARTICLE IV.** Programmatic Priorities

Programmatic priorities will be set by vote of the VCPC, in accordance with the cybersecurity plan. Staff shall document the decisions in the meeting minutes and make them public via VITA's website and, as appropriate, other channels, such as the grants listserv of the Virginia Department

of Emergency Management (VDEM).

**ARTICLE V.** Financial Decision Making

Financial decisions will be set by vote of the VCPC, in accordance with the priorities set forth in the cybersecurity plan. Staff shall document the decisions in the meeting minutes and post the information on the VITA website.

**ARTICLE VI.** Amendments to the Charter and Bylaws

The VCPC shall review the Charter and Bylaws and may amend them as necessary. The Charter and Bylaws may be amended at any regular meeting of the VCPC by an affirmative vote of two-thirds of the VCPC membership present and voting.

These Bylaws were adopted by the VCPC, and became effective, on November 7, 2022, and remain in effect until subsequently amended.



The following is the remote or electronic participation policy of the Virginia Cybersecurity Planning Committee (VCPC).

### Member Remote Participation

Individual VCPC members may participate in meetings of VCPC by electronic communication means to the full extent permitted by applicable law, including § 2.2-3708.3 of the Code of Virginia. (As of November 2022, when such individual participation is due to a personal matter, such participation is limited by law to two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.)

This shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting. VCPC advisors may also participate by electronic communication means.

Whenever a member wishes to participate from a remote location, the law requires a quorum of VCPC to be physically assembled at the primary or central meeting location.

### Virtual Meetings

VCPC may hold all-virtual public meetings to the full extent permitted by applicable law, including Virginia Code § 2.2-3708.3(C). (As of November 2022, such all-virtual public meetings are limited by law to two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, and may not be held consecutively with another all-virtual public meeting.)

### Requests

Requests for remote participation or that VCPC conduct an all-virtual public meeting shall be conveyed to VITA staff who shall then relay such requests to the Chair of the VCPC.

The Chair shall approve individual participation from a remote location unless a member asserts that such participation would violate this policy or the provisions of the Virginia Freedom of Information Act (Va. Code § 2.2-3700 *et seq.*). If a member's participation from a remote location is challenged, then VCPC shall vote whether to allow such participation.

The request for remote participation or that VCPC conduct an all-virtual public meeting shall be recorded in the minutes of the meeting. If VCPC votes to disapprove of the member's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity. The minutes shall include other information as required by law (see Va. Code §§ 2.2-3707 and 2.2-3708.3), depending on the type of remote participation or all-virtual public meeting.

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The following additional explanation is intended to be informative as to current requirements and is not required by this policy independent of the requirements of law.

#### Additional Explanation of Current Requirements for Remote Participation by Members

When a meeting is scheduled to be held in person, there are four circumstances set out in subsection B of § 2.2-3708.3 where individual members of VCPC may participate from a remote location instead of participating in person. In order to use these provisions, the member must notify the chair of the public body of one of the following four reasons for remote participation:

1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
2. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance;
3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
4. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

The limitations to two meetings per calendar year or 25 percent of the meetings held per calendar year does not apply to the first three types of remote participation (member's disability or medical condition, need to provide medical care for a family member or principal residence distance from the meeting location), it only applies when the member participates due to personal matter.

#### Additional Explanation of Current Requirements for Minutes

- If an individual member remotely participates in a meeting, a general description of the remote location must be included in the minutes (it does not need to be an exact address— for example, the minutes might read that "[Member] participated from his home in [locality]" or that "[Member] participated from her office in [locality]."). The remote location does not have to be open to the public.
- If a member remotely participates due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance, that fact must be included in the minutes. While the fact that a disability or medical condition prevents the member's physical attendance must be recorded in the minutes, it is not required to identify the specific disability or medical condition.
- If a member remotely participates because the member's principal residence is more than 60 miles from the meeting location, the minutes must include that fact.

- If a member remotely participates due to a personal matter, the minutes must include the specific nature of the personal matter cited by the member.
- As stated above, if remote participation by a member is disapproved because it would violate the participation policy adopted by the public body, such disapproval must be recorded in the minutes with specificity. Note that even if remote participation is disapproved, the member may continue to monitor the meeting from the remote location but may not participate and may not be counted as present at the meeting.

Examples of disability or medical condition that prevents physical attendance:

- Temporary hospitalization or confinement to home;
- Contagious illness; or
- Any temporary or permanent physical disability that physically prevents travel to the meeting location.

Examples of personal matters that may prevent physical attendance:

- Flat tire or other mechanical failure on the way to the meeting;
- Traffic congestion or stoppage;
- Personal, family, or business emergency;
- Blizzard, flood, or other severe weather conditions that prevent travel to the meeting location;
- Business trip;
- Family trip; or
- Scheduling conflict.

#### Additional Explanation of Current Requirements for All-Virtual Meetings

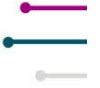
The provisions under Virginia Code § 2.2-3708.3(C) and the following must be met for all-virtual meetings.

1. An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which a public body chooses to meet shall not be changed unless the public body provides a new meeting notice in accordance with the provisions of § 2.2-3707;
2. Public access to the all-virtual public meeting is provided via electronic communication means;
3. The electronic communication means used allows the public to hear all members of the public body participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the public body as well;
4. A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the public body fails, the public body monitors such designated means of communication during the meeting, and the public body takes a recess until public access is restored if the transmission fails for the public;
5. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the public body;

6. The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;
7. No more than two members of the public body are together in any one remote location unless that remote location is open to the public to physically access it;
8. If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the public body votes to certify the closed meeting as required by subsection D of § 2.2-3712;
9. The public body does not convene an all-virtual public meeting (i) more than two times per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and
10. Minutes of all-virtual public meetings held by electronic communication means are taken as required by § 2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location pursuant to these requirements is disapproved because such participation would violate the policy adopted pursuant to subsection D of § 2.2-3708.3, such disapproval shall be recorded in the minutes with specificity.

If an individual member had already reached his limit on participation due to personal matters, but the public body scheduled an all-virtual public meeting, the member could still participate in all virtual public meeting because these numerical limits are counted separately for the different types of electronic meetings.





January 13, 9am-11am, Friday  
February 8, 10am - 12pm, Wednesday  
March 15, 10am-12pm, Wednesday  
April 12, 10a-12pm, Wednesday  
May 17, 10a-12pm, Wednesday  
June 14, 10-12pm, Wednesday  
July 19, 10am-12pm, Wednesday  
August 16, 10am-12pm, Wednesday  
September 20, 10am-12pm, Wednesday  
October 11, 10-12pm, Wednesday  
November 15, 10am- 12pm, Wednesday  
December 13, 10am-12pm, Wednesday