

**Call to Order:**

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

Presiding:

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

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 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

Members Participating Remotely:

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

Members Not Present:

Robbie Coates, Director, Grant Management and Recovery, VDEM

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

Benjamin Shumaker, Cyber Security Specialist, King William County Government.

Beth Burgin Waller, Chair, Cybersecurity and Data Privacy Practice, Woods Rogers Vandeventer Black.

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

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

Staff Present:

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

Stephanie Benson, External Communication & Outreach Manager, Virginia IT Agency

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

Amy Judd, Records Management and Compliance Specialist, Virginia IT Agency

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

Catherine Lee, VDEM

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.

Cybersecurity Plan Discussion

The following points were discussed in relation to the cybersecurity plan:

- A 45-day window exists for the state to issue funds once the funding is received.

- 25% of the funds are allocated to rural jurisdictions with a population of fewer than 50,000.
- Whether funds can be used for services such as SOC services and penetration testing.
- Prerequisites or requirements that need to be met when requesting funding.
- Deputy Secretary Andrews discussed efforts being made to address challenges arising from grant language.
- The idea of offering free or minimum services to eliminate the need to pay for prerequisites such as NCSR to promote free services.
- The importance of documenting the services provided.
- Questions were raised regarding the allocation of funding, making the application process as easy as possible, and determining the direction of the plan.
- Two models were discussed: localities or entities submitting for grants and receiving funding for projects, or providing services directly to localities.
- Ms. Carnohan discuss concerns/questions having been expressed by school divisions regarding the timeline and application process.
- Assistance with the application process for smaller jurisdictions.
- Ms. Lee discussed vetting subgrant and subgrant administration as well as approaching deadlines for performance of the grant.
- Questions for the next meeting were requested to be submitted to the Committee's email mailbox, cybercommittee@vita.virginia.gov.
- The timeline for vetting subgrants with pass-through was discussed. Assuming Plan submission approximately late September and a 45-day time period, aiming for early November for vetting, mid-October for allocation and November for allocation Notification. If VDEM is to open the portal, the portal opening process takes 3 -4 months.
- A project breakdown with milestones and dates, as well as a communications plan will be established.

Break

Public Comment Period

There were no public comments.

Future Business

There was a discussion on grant funding breakdown and what happens to unmet allocations.

Other Business

Mr. Dent opened the floor for other business. There was a discussion on how applications would be scored. Ms. Lee briefly described VDEM's past engagement with ODU for other grant programs on establishing methodology and subject matter expert panels. It was reiterated that it was the committee's responsibility to set priorities. Ms. Ly covered travel forms and next meeting date.

Adjourn

Upon a motion by Maj. DeKeyser and duly seconded by and Mr. Harrison, the committee unanimously voted to adjourn the meeting 12:08pm.