

**Call to Order:**

A meeting of the Virginia Cybersecurity Planning Committee was called to order at 10am. 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. Major Dekeyser is on temporary duty from his home base for the National Guard.

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

Maj. Eric W. Gowin, Division Commander- Information Technology Division, Virginia State Police. Mr. Gowin participated virtually due to work reasons.

John Harrison, IT Director, Franklin County

Benjamin Shumaker, Cyber Security Specialist, King William County Government

Wesley Williams, Executive Director of Technology, Roanoke City Public Schools

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

Members Participating Remotely:

Beth Burgin Waller, Chair, Cybersecurity and Data Privacy Practice, Woods Rogers Vandeventer Black. Ms. Waller attended virtually because her primary residence was more than 60 miles away.

Members Not Present:

Aliscia N. Andrews, Deputy Secretary of Homeland Security, Office of the Governor

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

Derek M. Kestner, Information Security Officer, Supreme Court of Virginia

Staff Present:

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

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

Catherine Lee, Preparedness Grants Manager, Virginia Department of Emergency Management

Mylam Ly, Legal Compliance & Policy Specialist, Virginia IT Agency

Chelsea Oppong, Intern, Virginia IT Agency

Trey Stevens, Deputy Chief Information Security Officer, Virginia IT Agency

Review of Agenda:

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

Approval of Minutes:

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

Cybersecurity Plan

There was a discussion among the committee members on various aspects of establishing a Virginia Information Sharing and Analysis Center (VA-ISAC) and sharing threat indicators. Concerns were raised about adjusting language (as noted below), MOU signatories, reporting for localities and the conditions of the grants. Mr. Watson explained that there was no mandate for reporting, and the emphasis is on building partnerships and buy-in. Suggestions included promoting participation and ensuring confidentiality of shared information. The cybersecurity plan aims to address incident reporting, roles, responsibilities.

There was a motion by Mr. Williams to approve the plan with amendments, seconded by Mr. Dent. Mr. Heslinga reviewed the amendments provided by the committee and are as follows:

- Introduction on p.4:
 - End of "Funding" bullet: INSERT
 - Program funding will be tied to particular projects, to be listed with project numbers in Appendix B.
- Monitor audit and track on p.7:
 - Intro paragraph: INSERT AFTER "Monitoring..." next to last sentence.
 - The VA-ISAC and any other state entities involved will take appropriate measures to keep shared information confidential.
 - Third bullet [deleting end of 1st sentence]:
 - Participate in the centralized security log monitoring solution. The centralized security event alerting system will receive and monitor alerts from the tools implemented using the grant program.
- Edits to continuity of operations on p.9:
 - Last bullet [delete end]:
 - Leverage the Commonwealth Emergency Operations Plan (cyber annex) as appropriate.
- Edits to cyber threat indicator information sharing on p.10:
 - Last bullet [INSERT roles & responsibilities language AT END]:
 - "...to support the VA-ISAC and define roles and responsibilities."
- Edits to department agreements paragraph on p.10:
 - All entities receiving funds from the grant program are required to share their threat indicators and corresponding information from the tools implemented in the environment with the VA-ISAC to aid in measuring performance. The application for the grant program will include an MOU indicating the applicant's agreement to share data and specifying the nature of the data to be shared.

There was a sub motion by Mr. Dent to authorize VITA and VDEM to make non-technical edits on the plan, duly seconded by Ms. Carnohan, the committee unanimously voted to approve the sub motion.

Following the sub motion was the roll call vote to approve the plan (11-Y 0-N)

YEAS – Carnohan, Coates, Compton, Dekeyser, Dent, Gowin, Harrison, Hayes, Shumaker, Watson, Williams--11.

NAYS -- 0.

Abstentions -- Waller—1.

The motion to approve the plan as amended passed.

Next Steps

Mr. Watson led a discussion on the next steps including various priorities including year-one priorities and contract recommendations. Mr. Watson also discussed the release of year-two of the Notice of Funding Opportunity (NOFO). There was an emphasis on outreach and surveying localities. The survey aims to identify challenges and hurdles from localities. Mr. Shumaker noted that some localities may not understand the grant or what is being asked of

them in the application process. Mr. Dent suggested a reference list for localities to discuss the grant with their peers. There was an emphasis on clear communications and regional outreach. Further discussion on confidentiality included notating FOIA exemptions in the application template and structuring documents accordingly.

Public Comment Period:

No public comment.

Other Business:

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

Adjourn

Upon a motion by Mr. Harrison and duly seconded by Mr. Dent, the committee unanimously voted to adjourn the meeting at 11:17am.